**DS 4395 Internship Packet Contents:**

1. Syllabus
2. Course Contract
3. Weekly Work Log Form
4. Supervisor Assessment Form
5. Self-Assessment Assignment
6. Site Evaluation Assignment
7. Capstone Essay Assignment
8. *Sent separately: model weekly work log*

**DS 4395: DISABILITY STUDIES INTERNSHIP**

**Fall 2017**

Instructor: Dr. Sarah Rose
Office: UH 328
Email: srose@uta.edu

Phone: 817-272-6843

Office hours: Mondays and Wednesdays, 4-5:30 pm, and by appointment

**Course Description:** Supervised internship in which students apply the academic skills they have acquired in Disability Studies courses by working in a related non-profit or business environment. The student intern commits to working for the designated organization for approximately 9 hours a week for 13 weeks of the semester in an **unpaid** position (~117 hours total). During that time, s/he will be trained and supervised by an employee of the organization who will keep track of his/her hours and evaluate his/her work.

The student will also meet several times with the Disability Studies Minor’s Director and and Assistant for the to report on his/her progress and will turn in a written capstone essay as well as self and site evaluations at the end of the semester. This essay asks students to analyze your experiences in the internship through a critical lens. The internship experience is intended to provide students with an opportunity to apply the concepts they have learned in the classroom to real-life, real-world situations and thereby gain an appreciation of how theory and practice intersect. In this essay, students should evaluate to what extent Disability Studies concepts they learned taking DS courses were relevant, useful, or enhanced by the internship.

**Learning Outcomes:** Upon completion of this course students will be able to:

• Identify the relevance of disability studies to their internship experiences.

• Articulate how a disability studies education provides skills and resources for working in non-profit organizations.

• Analyze how his/her internship experience provided an opportunity to apply, refine, or enhance his/her understanding of Disability Studies as a field.

**Grading Policy/Requirements:** Final course grade will be determined by:

1. Completion of scheduled commitment at internship site, as reported in Weekly Work Log (*must be signed by supervisor at end of semester*) = 30%
2. Assessment by internship supervisor = 30%
3. Capstone Essay, Self-Assessment and Site Evaluation = 40%

**Major assignments and due dates:**

Weekly Work Log: At the end of each work week, interns will summarize the tasks that they completed and tally the hours completed both for that week and to date during the internship. They should then send the updated work log via e-mail to their site supervisor and DS assistant Trevor Engel at tengel@uta.edu by Friday evening. At the end of the semester, interns must have their supervisor sign the work log form (p. 9) and submit it as part of their packet, along with the full work log.

End-of-semester assignments ***due* *by Friday, December 15, 2017 by 5 pm via both e-mail to Dr. Rose (******srose@uta.edu******) and Trevor Engel (******tengel@uta.edu******) and in hard copy to Dr. Rose’s office (UH 328) or Trevor Engel’s office (UH 205D)***.Late assignments will be deducted a letter grade per day. Details provided below.

1. Capstone Essay (7-8 page essay)
2. Self-Assessment and Site Evaluation
3. Weekly Work Log
4. Signed Work Log form *(hard copy or scanned)*

**Attendance/Late Policy:** Attendance and promptness are critical elements of the DS 4395 internship course. You are expected to honor your hourly commitment to the internship provider, to arrive on time, fulfill your scheduled hours, and to notify the internship supervisor in advance if you will be late, must change your schedule, or otherwise cannot fulfill your commitment. Good communication is necessary to guarantee a successful internship experience for yourself and the provider. *Please also notify Dr. Rose at* *srose@uta.edu* *and Trevor Engel at tengel@uta.edu immediately if you experience any difficulties fulfilling your internship commitment.*

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. While UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Internship Etiquette**: It is important to remember that an internship is a job. You are creating a contact that may either choose to employ you or may know someone who would. You are building your reputation and a valuable set of references. You are gaining skills that will help you build your resume and strengthen your ability to gain future employment or acceptance to graduate school. In addition, you represent the University of Texas at Arlington and the Minor in Disability Studies. You need to accomplish the tasks and goals the internship provider determines for you, and you need to do this on time and responsibly. Organizations will want someone whom they can work with, who does the job well, who completes tasks on time, and who goes above and beyond base expectations. Your performance may help determine whether organizations remain involved with the Disability Studies Internship. Please behave responsibility, respectfully, and with an awareness of the unique opportunity you have been provided

**UNIVERSITY POLICIES**

**Disability Accommodations:** UTArlington 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

***Title IX Policy:*** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](jmhood%40uta.edu).

**Academic Integrity:** Students enrolled all UT Arlington courses 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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>.

**My Plagiarism Policy:** If you copy someone else’s words or ideas—from the internet, books, other people’s papers, encyclopedias, among other sources—without crediting them and using quotation marks for any direct quotes, you are committing plagiarism. If you change just a few words and do not credit the author, that is also plagiarism. If you have any questions, please see me or consult Charles Lipson’s *Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success*, 2nd edition (Chicago, 2008) in the library. Penalties for plagiarism on assignments will range from a zero on the assignment to an F in the class. I also will report you to the Office for Student Conduct, which might lead to expulsion if you have a record.

**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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

**The Library’s 2nd floor Academic Plaza** offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**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.** The final drop day is November 1. 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://wweb.uta.edu/aao/fao/>).

**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>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses**,** 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 Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.

**FALL 2017 COURSE SCHEDULE**

**Week One:** Meet with Dr. Rose and Trevor Engel to review internship parameters and sign course contract.

**Weeks Two-Fourteen**: Unless specified otherwise, you should begin your internship by the second week of the semester, if not before, and are expected to complete approximately 9 hours a week for 13 weeks, ending by (or before) week fourteen. The specific days and times of your schedule will be determined in consultation with your internship supervisor.

*By each Friday evening, you must summarize the tasks that you completed that week and tally the hours completed both for that week and to date during the internship. Please send the updated work log each Friday via e-mail to both your site supervisor and DS assistant Trevor Engel at* *tengel@uta.edu**.*

Two in-person meetings will be scheduled with Dr. Rose and Trevor Engel during this period (days & times TBA).

Unless otherwise specified, you should finish your internship duties by the

**Week Fifteen** **and Finals Week**: Take these weeks to complete your Final Project, Self-Assessment, and Site Evaluation

**Friday, December 15, 2017 at 5 pm**: Submit end-of-semester assignments via both Blackboard and in hard copy to Dr. Rose’s office (UH 328) or Trevor Engel’s office (UH 205D). Details provided below. Late assignments will be deducted a letter grade per day.

1. Capstone Essay (7-8 page essay)
2. Self-Assessment and Site Evaluation *(submit on Blackboard as one file)*
3. Weekly Work Log
4. Signed Work Log form *(hard copy only)*



**MINOR IN DISABILITY STUDIES**

**UNIVERSITY OF TEXAS AT ARLINGTON**

[**http://disabilitystudies.uta.edu**](http://disabilitystudies.uta.edu)

**DS 4395 INTERNSHIP—COURSE CONTRACT**

I understand that I must complete 9 hours of work over 13 weeks at the designated internship location.

I understand that the specific duties and responsibilities of my internship will be determined by the internship supervisor.

I understand that an internship is a job and I must honor my commitment to the internship provider the same way I would if I were employed by the organization.

I understand that I am responsible for arranging for transportation to and from the internship location on my own, and failure to arrive promptly or otherwise fulfill my scheduled hours may result in failure in the course.

I understand that if I encounter any unforeseen obstacles in completing my internship commitment, I will communicate about this with both my internship supervisor and Dr. Rose.

I understand that although I will be working off-campus at the internship site, I am still held to the same rules and regulations governing student conduct at UT Arlington.

I understand that my grade in DS 4395 will be determined by my successful completion of my internship responsibilities – including the specified hours and a positive review by the internship supervisor – as well as the quality of the work I complete on the Final Project.

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Student Signature Dr. Sarah Rose

 Director of Minor in Disability Studies

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Print Name Trevor Engel

 Disability Studies Assistant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**UNIVERSITY OF TEXAS AT ARLINGTON**

**DISABILITY STUDIES INTERNSHIP**

**WEEKLY WORK LOG (FALL 2017)**

This work log is to be recorded by the intern in Microsoft Word (*sample file attached*) and submitted via e-mail to your site supervisor and DS assistant Trevor Engel at the end of each week (by each Friday evening). Please provide a signed and dated copy of this form, plus the full weekly work log, when you submit your end-of-semester assignments.

Students are expected to complete approximately 9 hours a week for thirteen weeks (weeks 2-14 of the semester). The internship supervisor may determine precisely how these hours are scheduled.

*The capstone essay, self assessment, site assessment, and internship application do not count towards the total hours.*

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes:

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I hereby acknowledge that the attached timesheet accurately reflects the student intern’s record of hours completed for the UT Arlington Disability Studies internship.

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Supervisor Signature Student Signature

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Print Name Print Name

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Title Date

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Date

**UNIVERSITY OF TEXAS AT ARLINGTON**

**DISABILITY STUDIES INTERNSHIP**

**SUPERVISOR’S EVALUATION**

This evaluation form is to be completed by the internship supervisor at the end of the internship period. Please return to the Disability Studies Minor, sent separately and confidentially in the provided envelope, or by e-mail to Minor Director Dr. Sarah Rose at srose@uta.edu and Disability Studies Assistant Trevor Engel at tengel@uta.edu **no later than Friday, December 15 at 5 pm.**

On your organization’s letterhead, please write a letter assessing the intern, considering the following questions in addition to any other information you might wish to convey. Your feedback will be utilized to determine the appropriate grade for the student in his/her internship course.

1. What contributions did the intern make to your organization?

2. Did the intern meet your expectations?

3. Was the intern punctual and did he/she fulfill his/her scheduled commitment to your organization?

4. Was the intern respectful and professional in his/her interactions with other individuals within the organization or clients served by the organization?

5. Would the intern make a good employee within your organization? Why or why not?

6. Please provide any additional information regarding the intern that you believe is relevant to an assessment of his/her performance this semester.

7. What grade do you believe that the intern has earned this semester?

OPTIONAL: If you have any feedback on the internship program as a whole, please feel free to provide that as well. It will not be used to assess the performance of the student. I welcome any suggestions as we continue to develop the internship program.

Please send your evaluation letter to Minor Director Dr. Sarah Rose at srose@uta.edu and also Disability Studies Assistant Trevor Engel at tengel@uta.edu

\*\* If you would prefer to mail your response, please send it to:

Dr. Sarah Rose

Minor in Disability Studies

Department of History, Box 19529

University of Texas Arlington

Arlington TX 7601

**DS 4395: DISABILITY STUDIES INTERNSHIP**

**FALL 2017**

**SELF-ASSESSMENT & SITE ASSESSMENT ASSIGNMENTS**

**Due: Friday, December 15, 2017 by 5 pm**

Please type and double-space your answers. Upload this as a single file to Blackboard and include a printed copy when you submit the rest of your end-of-semester assignments.

SELF-ASSESSMENT

*This is your opportunity to reflect upon the learning experience of the internship and particularly what you feel you gained from it.*

1. What were your goals for the internship?

2. Do you feel you fulfilled your goals?

3. Did you experience any unforeseen challenges? If so, what were they and how did you overcome them?

4. In what ways did your Disability Studies education prepare you for the duties and responsibilities of the internship?

5. What was the most significant thing you learned through your internship experience?

SITE ASSESSMENT

*This is your opportunity to provide some feedback about the internship provider. While you should be frank and detailed in your comments, please remain respectful and professional.*

1. Were mentoring and training provided? Were they effective?

2. Were you given meaningful tasks? Describe your duties and responsibilities.

3. Did you gain an overall perspective of the organization’s mission and how it contributes to the community?

4. Do you view this as a successful internship? Why or why not?

5. Would you recommend this internship to other students?

6. Please provide any additional feedback about the site and your internship experience.

**DS 4395: INTERNSHIP (FALL 2017)**

**CAPSTONE ESSAY**

**Due: Friday, December 15, 2017 by 5 pm in hard copy and on Blackboard**

Length: 7-8 pages plus bibliography or footnotes

Format: Typed and double-spaced

Citation: Select one form of format & citation that is familiar to you (MLA, Chicago, APA, etc.) and use it consistently.

In this essay, you are asked to analyze your experiences in the internship through a critical lens. The internship experience is intended to provide students with an opportunity to apply the concepts they have learned in the classroom to real-life, real-world situations and thereby gain an appreciation of how theory and practice intersect. This essay asks you to evaluate to what extent Disability Studies concepts you learned taking DS courses were relevant, useful, or enhanced by the internship, drawing on the assigned readings from your DS classes.

1. Identify two to three major Disability Studies concepts you have encountered in DS courses. You will support your explanation of these concepts through reference to readings assigned in your DS classes. You should refer to a minimum of three sources, following appropriate citation as noted above. (For example, some key concepts within Disability Studies are that disability is socially and historically constructed, that medically-defined impairments are not synonymous with disability, that disability is an element of human diversity, that conceptions and representations of the “normal,” disability, and ability shape the way that we think about many aspects of society and politics– among many others.)

2. Explore the way that your internship experience enabled you to reconsider these concepts. Were the concepts relevant or not? Supported or challenged? Helpful or a hindrance? Be as specific as possible in your discussion.

 3. As a conclusion, do you feel that the internship as a learning experience is a useful or important one for a Disability Studies education? Why or why not? (This differs from your Self-Assessment in that you aren’t being asked to rate your experience but to step back and consider whether an internship is a valuable part of studying the fields of Disability Studies in general.)

NOTE: This is a formal essay assignment but you will discuss your own experiences, so it is appropriate to use “I” and to speak personally about your opinions and thoughts as one aspect of the analytical approach you are bringing to a reconsideration of disability studies concepts.