**Disability Studies Internship**

**DS 4395, Fall 2018**

**Instructor:** Dr. Sarah Rose
**Office:** UH 332
**Email:** srose@uta.edu

**Phone:** 817-272-6843

**Office hours:** Mondays and Wednesdays, 3:30-5 pm, and by appointment

**DS advisor:** Courtney McKinney

**Office:** UH 333
**Email:** courtney.mckinney@uta.edu

**Phone:** 817-272-2371

**Course Description:** Supervised internship in which students apply the academic skills they have acquired in Disability Studies courses. Interns work at an approved business, academic, or non-profit site that focuses on adapted sports, disability history, assistive technology, disability rights and policy, or universal design and accessibility.  Students should complete DS 4395 as one of their final courses for the minor and must have already taken or be taking DS 3307/HIST 3307.

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 and evaluated by Dr. Rose and the DS advisor (*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%

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**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 Advisor Courtney McKinney at courtney.mckinney@uta.edu by Friday afternoon. 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 Wednesday, December 12, 2018 by 5 pm via both e-mail to Dr. Rose (******srose@uta.edu******) and Disability Studies Advisor Courtney McKinney (courtney.mckinney@uta.edu) and in hard copy to Dr. Rose’s (UH 332) or Courtney McKinney’s office (UH 333)***.

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)*

*Late assignments will be deducted a letter grade per day unless an extension has been requested and granted and documentation provided.*

**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 Courtney McKinney at* *courtney.mckinney@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. As the instructor of this section, I require attendance.

However, 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 provide

**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)** <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).

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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. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.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/>. Faculty are encouraged to discuss plagiarism and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

**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/studentsuccess/learning-center/utsi/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/studentsuccess/learning-center/mcnair-scholars/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/studentsuccess/success-programs/programs/resource-hotline.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. Students can drop in, check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS), or call (817) 272-6593.

**The English Writing Center (411LIBR)**: The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at [https://uta.mywconline.com](https://uta.mywconline.com/). Classroom visits, workshops, and specialized services for graduate students and faculty 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>

**Librarian to contact:** Andy Herzog, Disability Studies & History subject resource specialist, 817-272-7517, amherzog@uta.edu

**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 2. 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 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, which is located in the center of UH on the side away from the main quadrangle. 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 individuals with disabilities.

**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. Non-emergency number 817-272-3381.

**COURSE SCHEDULE**

**Week One:** Interview with your internship site supervisor and discuss potential projects, schedule, and expectations. Meet with Dr. Rose and Courtney McKinney to review internship parameters, discuss potential projects, 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: 117 hours in total. The specific days and times of your schedule will be determined in consultation with your internship supervisor.

*By each Sunday 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 advisor Courtney McKinney at* *courtney.mckinney@uta.edu**.*

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

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

**By Wednesday, December 12 at 5 pm**: Submit end-of-semester assignments via both Blackboard and in hard copy to Dr. Rose’s office (UH 332) or Courtney McKinney’s office (UH 333). 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)*

*Late assignments will be deducted a letter grade per day unless an extension has been requested and granted and documentation provided.*