Faculty Information
Name: Hyunrang Han, PhD
Email: hhan2@utep.edu
Office Phone: 915-747-7972
Office: Benedict Hall 105

Office Hours
Wednesday 3:00 pm - 5:50 pm. Individual appointments can also be scheduled. Please contact the instructor to schedule a meeting prior to the start of the internship.

COURSE DESCRIPTION
This course is designed to provide an opportunity for students to obtain credit for an internship experience in their field of study. This is a UTEP EDGE experience where students can further develop their skills and assets to be successful leaders in their field, such as public agencies and nonprofit organizations. Please review the UTEP EDGE website: https://www.utep.edu/edge/.

COURSE OBJECTIVES & EXPECTED LEARNING OUTCOMES
Upon successful completion of the course, students will be able to:

- demonstrate how one’s academic training can be applied in professional workplaces.
- obtain professional-level workplace experience.
- obtain a stronger understanding of their chosen field of study and/or profession.
- gain a stronger understanding of one’s strengths and areas for improvement based on feedback from the internship supervisor.

COURSE MATERIALS
No books are assigned in this course, but the instructor may suggest materials and related links throughout the semester.

COURSE EVALUATIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Internship Hours</td>
<td>25 points</td>
<td>25%</td>
</tr>
</tbody>
</table>
1. Completion of Internship Hours (25 points)

Students are expected to complete 160 internship hours during the semester.

2. Monthly Reports and Interim Progress Meeting (25 points)

Monthly reports via email on internship work are due by every first Sunday (effective Sun 2/5/2023 until Sun 5/7/2023). The reports (more than 350 words) may include goals, hours, work responsibilities, and some brief reflections on what you learned or experienced.

Please contact the instructor to schedule an interim progress meeting during the internship.

3. Written Evaluation from Internship Supervisor (25 points)

Feedback from the internship supervisor is a significant element in determining whether students have fulfilled their responsibilities or not in their workplace. Please have your supervisor provide a written evaluation of your work during the semester in a letter to the instructor. Something less than a letter may be acceptable, but a letter is preferable.

4. Reflection Paper (25 points)

A reflection paper should summarize the overall internship work activities and what you learned from the experience. You may address the following questions: How did your internship experience help you achieve your goals? What did you learn from this experience and how does it fit into the UTEP EDGE? What skills did you learn for the future? What are your strengths and areas for improvement based on your internship supervisor’s feedback? How did your contributions add to the organization?

COURSE POLICIES

Accommodations Policy

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of
University programs, services, and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

**COURSE SCHEDULE**

**Initial Meeting:** by appointment.

**Monthly Reports via email on internship work:** due by every first Sunday (effective Sun 2/5/2023 until Sun 5/7/2023).

**Interim Progress Meeting:** by appointment.

**Internship Hours, Written Evaluation from Internship Supervisor, Reflection Paper:** due by 5/12/2023.