Faculty Information
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Office Hours
Tuesday/Thursday 3:00 pm - 5:00 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>
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<tbody>
<tr>
<td>Completion of Internship Hours</td>
<td>25 points</td>
<td>25%</td>
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<tr>
<td>Monthly Reports and Interim Progress Meeting</td>
<td>25 points</td>
<td>25%</td>
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<tr>
<td>Written Evaluation from Internship Supervisor</td>
<td>25 points</td>
<td>25%</td>
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<tr>
<td>Reflection Paper</td>
<td>25 points</td>
<td>25%</td>
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<td><strong>Total</strong></td>
<td><strong>100 points</strong></td>
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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 last Sunday (effective Sun 1/28/2024 until Sun 4/28/2024). 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. **Evaluation Form 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 an evaluation form of your work during the semester to the instructor.

4. **Reflection Paper (25 points)**

   A reflection paper (a five-page, double-spaced 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 to students with documented disabilities. Students who become pregnant may also request reasonable accommodations, in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. To make a request, please register with the UTEP Center for Accommodations and Support Services (CASS). Contact CASS at 915-747-5148, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

COURSE RESOURCES

UTEP provides a variety of student services and support. Please refer to the QR code below for a listing of campus resources.

![QR Code]

COURSE SCHEDULE

Initial Meeting: by appointment.

Monthly Reports via email on internship work: due by every last Sunday (effective Sun 1/28/2024 until Sun 4/28/2024).

Interim Progress Meeting: by appointment.

Internship Hours, Written Evaluation from Internship Supervisor, Reflection Paper: due by 5/10/2024.