

Health & Kinesiology Internships

H EDU 5990, 5991, 5992 & KINES 4810

SPRING 2021

CLASS MEETING INFORMATION

Required class Meeting:

You must attend ONE of these meetings in order to pass this class. Please take some time to look over this canvas course prior to the meeting.

Option #1 - December 4 2020, 12:00-1:00 PM

- <https://utah.zoom.us/j/97195000160> [_\(https://utah.zoom.us/j/97195000160\)](https://utah.zoom.us/j/97195000160)
- Passcode: 380825

Option #2 - December 11 2020, 9:00-10:00 AM

- <https://utah.zoom.us/j/98968605782> [_\(https://utah.zoom.us/j/98968605782\)](https://utah.zoom.us/j/98968605782)
- Passcode: 974688

Option #3 - January 11, 2021, 9:00-10:00 AM

- <https://utah.zoom.us/j/94377656817> [_\(https://utah.zoom.us/j/94377656817\)](https://utah.zoom.us/j/94377656817)
- Passcode: 220946

Option #4 - January 19, 2021, 2:00-3:00 PM

- <https://utah.zoom.us/j/95791997130> [_\(https://utah.zoom.us/j/95791997130\)](https://utah.zoom.us/j/95791997130)
- Passcode: 257475

Option #5 - January 25, 2021, 11:00 AM-12:00 PM

- <https://utah.zoom.us/j/92845658030> [_\(https://utah.zoom.us/j/92845658030\)](https://utah.zoom.us/j/92845658030)
- Passcode: 764435

We only meet once synchronously via zoom. The rest of the coursework will be completed at your internship site and online.

INSTRUCTOR INFORMATION



👤 TRACI THOMPSON, MS, CSCS, ACSM HFD

📍 Associate Professor Health and Kinesiology, Director PEAK Health and Fitness

✉️ traci.thompson@hsc.utah.edu (<mailto:traci.thompson@hsc.utah.edu>)

🏢 Office: HPER East 217

COURSE DESCRIPTION

HEDU 5990, 5991, 5992 and KINES 4810 are designed to provide academic credits for internships in Health and Kinesiology. Students will work for an organization or agency applying concepts learned in core classes with the supervision of the internship coordinator and agency sponsor. Students must receive prior approval from the internship coordinator before beginning their internship.

Each intern will work at a site of their choice within their emphasis area. Aside from site differences, the only other difference for students enrolled in HEDU 5990, 5991, 5992 and KINES 4810 is the required number of hours.

- HEDU 5990 (6-credit hours) requires 200 internship hours.
- HEDU 5991 (3-credit hours) requires 100 internship hours.
- HEDU 5992 (3-credit hours) requires 100 internship hours.
- KINES 4810 (6-credit hours) requires 200 internship hours.

See class pages for descriptions and pre-requisites for each internship class:

[H EDU 5990 - Community Health Internship](#)

[H EDU 5991 - EMS Internship](#)

[H EDU 5992 - Occupational Safety and Health Internship](#)

[KINES 4810 - Kinesiology Internship](#)

REQUIRED MATERIAL

There are no required materials for this class.

STUDENT LEARNING OUTCOMES

By the end of this course, you will be able to:

1. Design and execute a plan to address some of the needs of the community partner organization in collaboration with your site supervisor.
2. Integrate key concepts from the Health and Kinesiology curriculum while you practice practical kinesiology skills in a real-world setting.
3. Reflect on the challenges and rewards of practicing kinesiology skills in a community setting, and on how your understanding of the community and the need you are working to address has evolved through your CEL experience.
4. Demonstrate, practice and evaluate career readiness competencies (including but not limited to critical thinking/problem solving, leadership, teamwork/collaboration, written/oral communication, professionalism/work ethic, and information technology application).
5. Identify and articulate your strengths, weaknesses, knowledge, skills and experience relevant to your individual career goals.
6. Develop and demonstrate readiness to move to the next step of your individual professional path including exploration of options, creation of a plan of next steps, updating professional resume and cover letter, construction of a professional online presence through Linked-in (or an ePortfolio) and enhancement of interview skills.

TEACHING AND LEARNING METHODS

Experiential learning, self reflection and peer evaluation

LEARNING ASSESSMENTS

Your final grade will be determined from a composite of evaluations made by the University of Utah supervisor and work-site supervisor including all of the following:

Pre-internship requirements (100 total points) - student learning outcomes 1,2,5

1. Attend **required meeting** - You must attend ONE of these meetings in order to pass this class. Please take some time to look over this canvas course prior to the meeting. (See dates/times above listed under class meeting information).
2. Complete **Syllabus Quiz and Student Agreement** (10 points) - You **MUST** receive 100% (10/10) on this quiz to start your internship hours! You can re-take the quiz as many times as needed.
3. **Set-up Canvas notifications** (5 points) so you receive timely communication and updates

4. Complete **Required COH Attestation** (5 points)
5. Complete **Career Readiness Self Evaluation** (30 points) to help you identify your knowledge, skills and experience relevant to your individual career goals.
6. Create six **Internship Goals** (30 points) designed to attain your desired skills, experience and professional growth during your internship.
7. Submit completed **Internship Agreement between Site Supervisor and Student** (10 points)
8. Turn-in **Running Totals Prediction** (10 points)
9. Print **Documentation of Hours** form (5 points)

Running Totals and Reflection (120 total points - 4 submissions at 30 points each) – student learning outcomes 2, 3, 4, 5, 6

- You will need to track your own hours and experiences. ***It is a good idea to take notes in a notebook or on your phone after each shift so you have the info you need to complete these assignments.*** There are four assignments that will be due within one week of the completion of 20%, 40%, 60% and 80% of required internship hours).
- Running totals should include the following: total hours completed *and* other metrics you can count, e.g. total clients trained, total tests completed, new skills learned, number of fitness tests completed, etc. Reflection questions will prompt you to think about your experiences and help you make the most of your internship.

Career Development assignments (110 total points) – student learning outcomes 4, 5, 6

1. **Set an Appointment with Career and Professional Development Center (10 points)**
2. **Career Search Job Description (10 points)** – You will use this job description to answer your Interview Practice questions.
3. Attend a **Career and Professional Development Center Appointment (20 points)** The purpose of this assignment is to prepare you for seeking employment or preparing for graduate school.
4. Complete a **Career/Graduate School Checklist and professional resume (20 points)** The objective of this assignment is to fine tune your professional resume and help you explore career and/or graduate school options and determine next steps as you get ready to move into the next phase of your career/education.
5. Develop a **Linked-In Profile (50 points)**- *This task is broken down into 5 assignments worth 10 points each.* Linked-In is one way to let others know about you and your skills when applying for jobs and/or graduate school programs.

Interview Skills Assignments (200 total points) - These assignments will help you to hone your interview skills and culminate in an online mock interview. – learning objectives 4, 5, 6

1. **Interview Skills Practice (90 total points - 3 assignments at 30 points each)**
2. **Peer Review: Interview Skills practice (60 total points - three peer review assignments at 20 points each)**
3. **Online Mock Interview (50 points)**

Worksite Supervisor Evaluations (100 points total, 2 submissions of 50-points each) – student learning outcomes 1, 4, 5, 6

You will provide your site supervisor(s) with the evaluation form for the 50% and 100% evaluations. The site supervisor should complete the evaluation within one week of the completion of hours. It is your responsibility to communicate this information to your supervisor.

Documentation of Hours (50 points) - student learning outcomes 4, 5, 6

You will provide documentation of your internship hours at the completion of your internship. Although you will turn this in after you complete your required hours, you'll need to have your site supervisor sign off your hours on a regular basis. You'll need to track hours from the start!

Final Narrative (50 points) – student learning outcomes 2,3

In the final days of your internship, you will write a narrative summarizing your entire internship experience.

GRADE SCHEME

The following grading standards will be used in this class:

Grade	Range
A	100 % to 92.5%
A-	< 92.5 % to 89.5%
B+	< 89.5 % to 87.5%
B	< 87.5 % to 82.5%
B-	< 82.5 % to 79.5%
C+	< 79.5 % to 77.5%
C	< 77.5 % to 72.5%
C-	< 72.5 % to 69.5%
D+	< 69.5 % to 67.5%
D	< 67.5 % to 62.5%
D-	< 62.5 % to 59.5%
E	< 59.5 % to 0.0%

COURSE POLICIES AND RESPONSIBILITIES

Before you start your internship, the pre-internship paperwork must be provided to the faculty supervisor. These forms must be on file before internship hours can be counted toward the fulfillment of

your internship cumulative hours.

Sites: *It is YOUR responsibility to locate and arrange an internship site.* There will be considerable variation between sites. It is to your advantage to secure a site most compatible with your professional goals. An internship site should not be chosen based solely on convenience. The instructor can help you locate a site or sites, should this be a problem. *It is unacceptable to complete an internship at a site where you are currently working and have established duties and assignments.* If you have a position that will change and require new skills or tasks, this may be an exception to the rule, which can be discussed with and must be approved by the instructor. Internship hours may be completed at two different locations to provide variety to the experience. Internships may be completed at sites outside of Salt Lake City or the state of Utah.

Clinical Training Agreement/Liability Issues: Some internship facilities will require you to sign contracts regarding responsibilities and the extent to which you are covered (or not covered) under their liability insurance. The University of Utah has a Clinical Training Agreement that can be located at the following web site: <https://riskmanagement.utah.edu/intranet/contracts/clinical-training-agreement.php> (<https://riskmanagement.utah.edu/intranet/contracts/clinical-training-agreement.php>).

. You are encouraged to obtain a copy of this agreement and take it to the internship site(s) for a representative at the site to sign. In addition, you may wish to consider purchasing additional liability insurance (which will be needed as a professional anyway). Professional associations such as the American College of Sports Medicine, the American Council on Exercise or the National Strength and Conditioning Association often provide extensive liability coverage at reduced prices for student members

Assignments: Every assignment will be submitted via canvas.

IMPORTANT LATE ASSIGNMENT NOTE: Interview Skills Practice assignments and Online Mock Interview assignments received after the due date will receive **no credit (0 points)**. Additionally, if you miss the deadline for your Interview Skills Practice assignment, you will not be able to complete the associated peer review assignment because of the way canvas assigns peer review and will also receive 0 points for that assignment. Other late assignments will receive 1/2 credit.

Make-ups for missed assignments will only be allowed under the following conditions:

- *Athletic or other University-Sponsored Absences - Students must provide travel dates and times via a signed memo from the University-sponsored group no more than one week prior to the dates of travel.*
- *Military, State, or Federal Service- Students must provide military orders or other documentation of government service prior to absentee dates.*
- *Other Extenuating Circumstances*
 - *In all other circumstances, it will be the prerogative of the instructor whether or not a student will be allowed to make-up an assessment. In any case, authentic documentation will be required!*
 - *Vacations are not extenuating circumstances.*

- *Technology failures are not extenuating circumstances. If you are traveling and you know that you have an assignment or exam due on canvas or via email, it is your responsibility to ensure you have internet connection to submit the assignment correctly and on time.*

Technology info: Students will be required to upload videos to canvas using kaltura or create a youtube channel and share viewable links for interview practice assignments. If this will be a new skill for you, I highly recommend starting to figure it out well ahead of the assignment due dates. If you are unsure how to do this you should: 1) read the instructions on the interview practice assignments, 2) call the canvas help desk (for help with kaltura) or 3) google (for help with youtube). *If you have tried all of those things and can't get it to work, you can make an appointment to meet with Ms. Thompson as long as it is at least 1-week before the assignment is due.*

Internship Completion: The internship will be completed when all required hours have been completed and all assignments are turned in. ***In order to receive a grade for Spring semester 2021, all assignments must be submitted on or before May 4, 2021.***

Incomplete: Sometimes there are situations where a student is unable to complete the required internship hours prior to the end of the semester. If this is the case, the student will receive a 'T' as a grade (an incomplete) until such time that the internship requirements are met. If an incompleteness is inevitable, you must contact the instructor so that we can discuss the completion of your internship.

Termination of Internship: Unethical or unprofessional behavior resulting in a request of internship termination by the site or university supervisor will result in grade of 'E' being assigned for the course. For any clarification of unethical behavior, please contact Traci Thompson.

Respect, Academic Honesty & Integrity: Students are expected to behave in a respectful manner with fellow classmates, the instructor, and the TA's. I will support an atmosphere in which the freedom to ask questions and learn without concern for harassment will be upheld. Academic honesty and integrity is expected from all of us as members of the University of Utah community. Cheating, lying, or plagiarism will not be tolerated.

Tracking Grades and Grading Policy: Students are responsible for tracking their own grades throughout the term and for knowing the registration, drop and withdrawal dates for the semester. Course letter grades will be based on cumulative scores from assignments, quizzes, and exams. Once the assigned work is completed and grades are submitted, they can only be changed if the instructor has made a mathematical or recording error. The instructor will not assign additional work to individuals after the fact to improve a grade. Letter grades are NOT negotiable.

Course set-up: The coursework is based around hours-based modules and weekly professional development assignments. You will be expected to log-on to the course on canvas at least once per week to complete assignments.

Online course information: Online courses require significant self-motivation. Online courses are different than on-campus courses and online learning is not ideal for everyone. Some lessons take a

considerable amount of time to complete. Please note that not all modules are created equal. Some may take a bit more time than others. Some people believe this to be a much easier way to study this subject than in the on-campus frame work. Others may feel very intimidated at first. Be patient as you work your way through the first few modules. If you are serious about the material, you will learn as much as, if not more than, most on-campus students about this subject and develop reading and communication skills that are vital to the workforce of the 21st century.


- **Electronic or equipment failure**: It is your responsibility to maintain your computer and related equipment in order to participate in the online nature of the course.
- **Document archiving**: You are responsible for making sure your assignments, including attachments, are received before the deadline. Students are also responsible for ensuring that the documents submitted are the correct document to be graded.
- **Naming conventions and software type**: You are responsible for submitting the assignment with the required naming convention, correct file extension, and using the software type and version required for the assignment. See assignment instructions for acceptable formats.
- **Classroom equivalency**: Discussion threads, e-mails, and chat rooms are all considered to be equivalent to classrooms, and student behavior within those environments shall conform to the University of Utah Student Code. Specifically:
 - Posting photos or comments that would be off-topic in a classroom are still off-topic in an online posting.
 - Off-color language and photos are never appropriate.
 - Using angry or abusive language is called "flaming", is not acceptable, and will be dealt with according to the Student Code.
 - Course e-mails, e-journals, and other online course communications are part of the classroom and as such, are University property and subject to GRAMA regulations and the Student Code. Privacy regarding these communications between correspondents must not be assumed and should be mutually agreed upon in advance, in writing.

UNIVERSITY POLICIES

COVID-19 Campus Guidelines

Students are required to self-report if they test positive for COVID-19. To report, please contact:

COVID-19 Central @ The U

 801-213-2874

 [coronavirus.utah.edu \(https://coronavirus.utah.edu/\)](https://coronavirus.utah.edu/)

To reduce the spread of COVID-19 on campus, **face coverings are required in all in-person classes for both students and faculty.** Face coverings are required to cover both your mouth and

your nose. Please note that face shields alone are not an acceptable form of face covering unless also worn with a covering or mask for the nose and mouth.

Based on CDC guidelines, the University requires everyone to wear face coverings in shared public spaces on campus, including our classroom. As a reminder, when I wear a face covering, I am protecting you. When you wear a face covering, you are protecting me and all of your classmates. If you forget your face covering, I will ask you to leave class to retrieve it. **If you repeatedly fail to wear a face covering in class, I will refer you to the Dean of Students for a possible violation of the Student Code.**

Note that some students may qualify for accommodations through the Americans with Disabilities Act (ADA). If you think you meet these criteria and desire an exception to the face covering policy, contact the **Center for Disability and Access** (<https://t.e2ma.net/click/vlufyz/js70keu/biauqte>) (CDA).

Accommodations should be obtained prior to the first day of class so that I am notified by CDA of any students who are not required to wear a face covering.

If you believe you meet these criteria, contact:

Center for Disability & Access

📞 801-581-5020

🌐 disability.utah.edu (<https://disability.utah.edu/>)

📍 162 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Everyone is encouraged to wash their hands, use hand sanitizer, and clean their desks with wipes, which will be available at classroom entrances and at “sanitizing stations” in multi-use buildings, including Marriott Library. Read more information about the building cleaning schedule on coronavirus.utah.edu (<https://coronavirus.utah.edu/>).

Drop/Withdrawal Policies

Students may drop a course within the first two weeks of a given semester without any penalties.

Students may officially withdraw (W) from a class or all classes after the drop deadline through the midpoint of a course. A “W” grade is recorded on the transcript and appropriate tuition/fees are assessed. The grade “W” is not used in calculating the student’s GPA.

For deadlines to withdraw from full-term, first, and second session classes, see the U's **Academic Calendar** (<https://registrar.utah.edu/academic-calendars/index.php>).

Plagiarism & Cheating

It is assumed that all work submitted to your instructor is your own work. When you have used ideas of others, you must properly indicate that you have done so.

Plagiarism and cheating are serious offenses and may be punished by failure on an individual assignment, and/or failure in the course. Academic misconduct, according to the University of Utah Student Code,

“...Includes, but is not limited to, cheating, misrepresenting one’s work, inappropriately collaborating, plagiarism, and fabrication or falsification of information...It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.”

For details on plagiarism and other important course conduct issues, see the U's [Code of Student Rights and Responsibilities](http://regulations.utah.edu/academics/6-400.php) [_\(http://regulations.utah.edu/academics/6-400.php\)_](http://regulations.utah.edu/academics/6-400.php).

Course Materials Copyright

The Content is made available only for your personal, noncommercial educational and scholarly use. You may not use the Content for any other purpose, or distribute, post or make the Content available to others, unless you obtain any required permission from the copyright holder. Some Content may be provided via streaming or other means that restrict copying; you may not circumvent those restrictions. You may not alter or remove any copyright or other proprietary notices included in the Content.

Please see the [Code of Student Rights and Responsibilities](https://regulations.utah.edu/academics/6-400.php) [_\(https://regulations.utah.edu/academics/6-400.php\)_](https://regulations.utah.edu/academics/6-400.php), Section III.A.5 regarding use and distribution of class Content and materials.

<https://regulations.utah.edu/academics/6-400.php> [_\(https://regulations.utah.edu/academics/6-400.php\)_](https://regulations.utah.edu/academics/6-400.php).

Section III.A.5. prohibits the following:

Sale or distribution of information representing the work product of a faculty member to a commercial entity for financial gain without the express written permission of the faculty member responsible for the course. (“Work product” means original works of authorship that have been fixed in a tangible medium and any works based upon and derived from the original work of authorship.)

Safety at the U

The University of Utah values the safety of all campus community members. You will receive important emergency alerts and safety messages regarding campus safety via text message.


For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu [_\(http://safeu.utah.edu/\)_](http://safeu.utah.edu).

To report suspicious activity or to request a courtesy escort, contact:

Campus Police & Department of Public Safety

 801-585-COPS (801-585-2677)

 dps.utah.edu [_\(https://dps.utah.edu/\)_](https://dps.utah.edu)

 1735 E. S. Campus Dr.
Salt Lake City, UT 84112

Wellness at the U

Your personal health and wellness are essential to your success as a student. Personal concerns like stress, anxiety, relationship difficulties, depression, or cross-cultural differences can interfere with a student's ability to succeed and thrive in this course and at the University of Utah.

Please feel welcome to reach out to your instructor or TA's to handle issues regarding your coursework.

For helpful resources to manage your personal wellness and counseling options, contact:

Center for Student Wellness

📞 801-581-7776

🌐 wellness.utah.edu (<http://wellness.utah.edu>)

📍 2100 Eccles Student Life Center
1836 Student Life Way
Salt Lake City, UT 84112

Women's Resource Center

📞 801-581-8030

🌐 womenscenter.utah.edu (<https://womenscenter.utah.edu>)

📍 411 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

<http://www.wellness.utah.edu>

Addressing Sexual Misconduct

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status, or genetic information.

If you or someone you know has been harassed or assaulted, you are encouraged to report it to university officials:

Title IX Coordinator & Office of Equal Opportunity and Affirmative Action

📞 801-581-8365

🌐 oeo.utah.edu (<https://oeo.utah.edu>)

📍 135 Park Building
201 Presidents' Cir.
Salt Lake City, UT 84112

Office of the Dean of Students

📞 801-581-7066

🌐 deanofstudents.utah.edu (<https://deanofstudents.utah.edu>)

📍 270 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

To file a police report, contact:

Campus Police & Department of Public Safety

📞 801-585-COPS (801-585-2677)

🌐 dps.utah.edu [\(https://dps.utah.edu/\)](https://dps.utah.edu/)

📍 1735 E. S. Campus Dr.
Salt Lake City, UT 84112

If you do not feel comfortable reporting to authorities, the U's Victim-Survivor Advocates provide **free, confidential** and **trauma-informed** support services to **students, faculty, and staff** who have experienced interpersonal violence.

To **privately** explore options and resources available to you with an advocate, contact:

Center for Student Wellness

📞 801-581-7776

🌐 wellness.utah.edu [\(http://wellness.utah.edu/\)](http://wellness.utah.edu/)

📍 328 Student Services Building
201 S. 1460 E.
Salt Lake City, UT 84112

Americans With Disabilities Act (ADA)

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities.

All written information in this course can be made available in an alternative format with prior notification to the Center for Disability & Access (CDA). CDA will work with you and the instructor to make arrangements for accommodations. Prior notice is appreciated. To read the full accommodations policy for the University of Utah, please see Section Q of the **[Instruction & Evaluation regulations](http://regulations.utah.edu/academics/6-100.php)** [_\(http://regulations.utah.edu/academics/6-100.php\)_](http://regulations.utah.edu/academics/6-100.php).

If you will need accommodations in this class, or for more information about what support they provide, contact:

Center for Disability & Access

📞 801-581-5020

🌐 disability.utah.edu [_\(https://disability.utah.edu/\)_](https://disability.utah.edu/)

📍 162 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Diverse Student Support

Your success at the University of Utah is important to all of us here! If you feel like you need extra support in academics, overcoming personal difficulties, or finding community, the U is here for you.

Student Support Services (TRIO)

TRIO federal programs are targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities.

Student Support Services (SSS) is a TRIO program for current or incoming undergraduate university students who are seeking their first bachelor's degree and need academic assistance and other services to be successful at the University of Utah.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

Student Support Services (TRIO)

 801-581-7188

 trio.utah.edu [_\(https://trio.utah.edu/\)_](https://trio.utah.edu)

 Room 2075

1901 E. S. Campus Dr.

Salt Lake City, UT 84112

American Indian Students


The AIRC works to increase American Indian student visibility and success on campus by advocating for and providing student centered programs and tools to enhance academic success, cultural events to promote personal well-being, and a supportive “home-away-from-home” space for students to grow and develop leadership skills.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

American Indian Resource Center

 801-581-7019

 diversity.utah.edu/centers/airc [_\(https://diversity.utah.edu/centers/airc/\)_](https://diversity.utah.edu/centers/airc/)

 Fort Douglas Building 622

1925 De Trobriand St.

Salt Lake City, UT 84113

Black Students


Using a pan-African lens, the Black Cultural Center seeks to counteract persistent campus-wide and global anti-blackness. The Black Cultural Center works to holistically enrich, educate, and advocate for students, faculty, and staff through Black centered programming, culturally affirming educational initiatives, and retention strategies.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

Black Cultural Center

 801-213-1441

 diversity.utah.edu/centers/bcc [_\(https://diversity.utah.edu/centers/bcc/\)_](https://diversity.utah.edu/centers/bcc/)

 Fort Douglas Building 603

95 Fort Douglas Blvd.

Salt Lake City, UT 84113

Students with Children


Our mission is to support and coordinate information, program development and services that enhance family resources as well as the availability, affordability and quality of child care for University students, faculty and staff.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

Center for Childcare & Family Resources

 801-585-5897

 childcare.utah.edu (https://childcare.utah.edu/)

 408 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Students With Disabilities


The Center for Disability Services is dedicated to serving students with disabilities by providing the opportunity for success and equal access at the University of Utah. They also strive to create an inclusive, safe, and respectful environment.

For more information about what support they provide and links to other resources, view their website or contact:

Center for Disability Services

 801-581-5020

 disability.utah.edu (https://disability.utah.edu/)

 162 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Students of Ethnic Descent


The Center for Ethnic Student Affairs offers several programs dedicated to the success of students with varied cultural and ethnic backgrounds. Their mission is to create an inclusive, safe campus community that values the experiences of all students.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

Center for Ethnic Student Affairs

 801-581-8151

 diversity.utah.edu/centers/cesa/ (https://diversity.utah.edu/centers/cesa/)

 235 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

English as a Second/Additional Language (ESL) Students

If you are an English language learner, there are several resources on campus available to help you develop your English writing and language skills. Feel free to contact:

Writing Center

☎ 801-587-9122

🌐 writingcenter.utah.edu [\(http://writingcenter.utah.edu/\)](http://writingcenter.utah.edu/)

📍 2701 Marriott Library
295 S 1500 E
Salt Lake City, UT 84112

English for Academic Success (EAS) Program

☎ 801-581-8047

🌐 linguistics.utah.edu/eas-program [\(https://linguistics.utah.edu/eas-program/\)](https://linguistics.utah.edu/eas-program/)

📍 2300 LNCO
255 S. Central Campus Dr.
Salt Lake City, UT 84112

English Language Institute

☎ 801-581-4600

🌐 continue.utah.edu/eli [\(http://continue.utah.edu/eli\)](http://continue.utah.edu/eli/)

📍 540 Arapeen Dr.
Salt Lake City, UT 84108

Undocumented Students

Immigration is a complex phenomenon with broad impact—those who are directly affected by it, as well as those who are indirectly affected by their relationships with family members, friends, and loved ones. If your immigration status presents obstacles that prevent you from engaging in specific activities or fulfilling specific course criteria, confidential arrangements may be requested from the Dream Center.

Arrangements with the Dream Center will not jeopardize your student status, your financial aid, or any other part of your residence. The Dream Center offers a wide range of resources to support undocumented students (with and without DACA) as well as students from mixed-status families.

For more information about what support they provide and links to other resources, view their website or contact:

Dream Center

☎ 801-213-3697

🌐 dream.utah.edu [\(http://dream.utah.edu/\)](http://dream.utah.edu/)

📍 1120 Annex (Wing B)
1901 E. S. Campus Dr.
Salt Lake City, UT 84112

LGBTQ+ Students

The LGBTQ+ Resource Center acts in accountability with the campus community by identifying the needs of people with a queer range of [a]gender and [a]sexual experiences and responding with university-wide services.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

LGBTQ+ Resource Center

📞 801-587-7973

🌐 [lgbt.utah.edu \(http://lgbt.utah.edu/\)](http://lgbt.utah.edu)

📍 409 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Veterans & Military Students

The mission of the Veterans Support Center is to improve and enhance the individual and academic success of veterans, service members, and their family members who attend the university; to help them receive the benefits they earned; and to serve as a liaison between the student veteran community and the university.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

Veterans Support Center

📞 801-587-7722

🌐 lgbt.utah.edu/veteranscenter.utah.edu [_ \(http://veteranscenter.utah.edu/\)](http://veteranscenter.utah.edu)

📍 418 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Women

The Women's Resource Center (WRC) at the University of Utah serves as the central resource for educational and support services for women. Honoring the complexities of women's identities, the WRC facilitates choices and changes through programs, counseling, and training grounded in a commitment to advance social justice and equality.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

Women's Resource Center

📞 801-581-8030

🌐 womenscenter.utah.edu [_\(https://womenscenter.utah.edu/\)](https://womenscenter.utah.edu/)

📍 411 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Inclusivity at the U

The Office for Inclusive Excellence is here to engage, support, and advance an environment fostering the values of respect, diversity, equity, inclusivity, and academic excellence for students in our increasingly global campus community. They also handle reports of bias in the classroom as outlined below:

Bias or hate incidents consist of speech, conduct, or some other form of expression or action that is motivated wholly or in part by prejudice or bias whose impact discriminates, demeans, embarrasses, assigns stereotypes, harasses, or excludes individuals because of their race, color, ethnicity, national origin, language, sex, size, gender identity or expression, sexual orientation, disability, age, or religion.

For more information about what support they provide and links to other resources, or to report a bias incident, view their website or contact:

Office for Inclusive Excellence

📞 801-581-4600

🌐 inclusive-excellence.utah.edu [\(https://inclusive-excellence.utah.edu/\)](https://inclusive-excellence.utah.edu/)
<http://continue.utah.edu/eli>

📍 170 Annex (Wing D)
 1901 E. S. Campus Dr.
 Salt Lake City, UT 84112

Other Student Groups at the U

To learn more about some of the other resource groups available at the U, check out:

🌐 getinvolved.utah.edu/ [\(https://getinvolved.utah.edu/\)](https://getinvolved.utah.edu/)

🌐 studentsuccess.utah.edu/resources/student-support
[\(https://studentsuccess.utah.edu/resources/student-support/\)](https://studentsuccess.utah.edu/resources/student-support/)

CANVAS INFORMATION

Canvas is the where course content, grades, and communication will reside for this course.

- Access Canvas through utah.instructure.com [\(http://utah.instructure.com\)](http://utah.instructure.com) or through [CIS](https://cis.utah.edu) [\(https://cis.utah.edu\)](https://cis.utah.edu)
- For Canvas, Passwords, or any other computer-related technical support contact the [Campus Help Desk](https://it.utah.edu/help/) [\(https://it.utah.edu/help/\)](https://it.utah.edu/help/).
 - 801 581-4000
 - <http://it.utah.edu/help> [\(https://it.utah.edu/help/\)](https://it.utah.edu/help/)
 - helpdesk@utah.edu [\(mailto:helpdesk@utah.edu\)](mailto:helpdesk@utah.edu)
- For Canvas related issues or bugs, contact the Teaching & Learning Technologies help desk
 - 801-581-6112 ext 2
 - classhelp@utah.edu [\(mailto:classhelp@utah.edu\)](mailto:classhelp@utah.edu)








COURSE SCHEDULE













Individually Paced Assignments: Many of the assignments in this class are due once a certain number of internship hours have been completed. As this course allows students to complete hours at their own pace, the assignments below will be due within one week of completion of the described % of hours below.



- 20% internship hours – Reflection and Running totals #1
- 40% internship hours – Reflection and Running totals #2, mid-term site supervisor evaluation
- 60% internship hours – Reflection and Running totals #3
- 80% internship hours – Reflection and Running totals #4, thank you cards













Dated Assignments are listed below:

Course Summary:


Date	Details	
Fri Dec 4, 2020	 <u>Required meeting option #1</u> (https://utah.instructure.com/courses/663560/assignments/8275100)	due by 12pm
Fri Dec 11, 2020	 <u>Required meeting option #2</u> (https://utah.instructure.com/courses/663560/assignments/8296046)	due by 9am
Mon Jan 11, 2021	 <u>Required meeting option #3</u> (https://utah.instructure.com/courses/663560/assignments/8296045)	due by 12pm
Tue Jan 19, 2021	 <u>Required meeting option #4</u> (https://utah.instructure.com/courses/663560/assignments/8296043)	due by 2pm
Mon Jan 25, 2021	 <u>Required meeting option #5</u> (https://utah.instructure.com/courses/663560/assignments/8296041)	due by 11am
	 <u>Syllabus Quiz and Student Agreement</u> (https://utah.instructure.com/courses/663560/assignments/8275064)	due by 11:59pm
	 <u>Career Readiness Self Evaluation</u> (https://utah.instructure.com/courses/663560/assignments/8275071)	due by 11:59pm

Date	Details	
	 <u>COH Attestation and Liability Waiver</u> https://utah.instructure.com/courses/663560/assignments/8275099	due by 11:59pm
	 <u>Documentation of Hours description</u> https://utah.instructure.com/courses/663560/assignments/8275094	due by 11:59pm
	 <u>Internship Agreement between Site Supervisor and Student</u> https://utah.instructure.com/courses/663560/assignments/8275077	due by 11:59pm
	 <u>Internship Plan and Goals</u> https://utah.instructure.com/courses/663560/assignments/8275078	due by 11:59pm
	 <u>Meeting attendance!</u> https://utah.instructure.com/courses/663560/assignments/8275087	due by 11:59pm
	 <u>Pre-Internship Reflection and Running Totals Prediction</u> https://utah.instructure.com/courses/663560/assignments/8275093	due by 11:59pm
	 <u>Set Canvas Notifications</u> https://utah.instructure.com/courses/663560/assignments/8275105	due by 11:59pm
	 <u>Career Search/Job description</u> https://utah.instructure.com/courses/663560/assignments/8275072	due by 11:59pm
Wed Jan 27, 2021	 <u>Schedule Career and Professional Development Appointment</u> https://utah.instructure.com/courses/663560/assignments/8275104	due by 11:59pm
Wed Feb 3, 2021	 <u>Interview Skills Practice #1</u> https://utah.instructure.com/courses/663560/assignments/8275079	due by 11:59pm
Wed Feb 10, 2021	 <u>Peer Review: Interview Skills Practice #1</u> https://utah.instructure.com/courses/663560/assignments/8275090	due by 11:59pm
Mon Feb 15, 2021	 <u>20% Hours Assignment Reminder</u> https://utah.instructure.com/courses/663560/assignments/8275067	due by 7:59am

Date	Details	due by 11:59pm
Wed Feb 17, 2021	 <u>Interview Skills Practice #2</u> https://utah.instructure.com/courses/663560/assignments/8275080	due by 11:59pm
Wed Feb 24, 2021	 <u>Peer Review Interview Skills Practice #2</u> https://utah.instructure.com/courses/663560/assignments/8275091	due by 11:59pm
Fri Mar 5, 2021	 <u>Career and Professional Development Center meeting</u> https://utah.instructure.com/courses/663560/assignments/8275069	due by 11:59pm
	 <u>Career/Graduate School Path Checklist</u> https://utah.instructure.com/courses/663560/assignments/8275070	due by 11:59pm
Wed Mar 10, 2021	 <u>Interview Skills Practice #3</u> https://utah.instructure.com/courses/663560/assignments/8275081	due by 11:59pm
Mon Mar 15, 2021	 <u>40% Hours Assignment Reminder</u> https://utah.instructure.com/courses/663560/assignments/8275068	due by 11:59pm
Wed Mar 17, 2021	 <u>Peer Review: Interview Skills Practice #3</u> https://utah.instructure.com/courses/663560/assignments/8275092	due by 11:59pm
Wed Mar 24, 2021	 <u>Online Mock Interview</u> https://utah.instructure.com/courses/663560/assignments/8275089	due by 11:59pm
Wed Mar 31, 2021	 <u>Linked-in Profile: Photos, URL and location</u> https://utah.instructure.com/courses/663560/assignments/8275085	due by 11:59pm
Wed Apr 7, 2021	 <u>Linked-in Profile: Keywords and Headline</u> https://utah.instructure.com/courses/663560/assignments/8275084	due by 11:59pm
Mon Apr 12, 2021	 <u>60% and 80% Hours Assignment Reminder Copy</u> https://utah.instructure.com/courses/663560/assignments/8296692	due by 11:59pm
Wed Apr 14, 2021	 <u>Linked-in Profile: Summary</u> https://utah.instructure.com/courses/663560/assignments/8275086	due by 11:59pm

Date	Details	
Wed Apr 21, 2021	 <u>Linked-In: Profile: Education and Experience</u> (https://utah.instructure.com/courses/663560/assignments/8275083)	due by 11:59pm
Tue Apr 27, 2021	 <u>Final week to complete all assignments!</u> (https://utah.instructure.com/courses/663560/assignments/8275076)	due by 7:59am
Wed Apr 28, 2021	 <u>Linked-In Profile - Complete!</u> (https://utah.instructure.com/courses/663560/assignments/8275082)	due by 11:59pm
Tue May 4, 2021	 <u>10 points Extra Credit for Course Evaluation</u> (https://utah.instructure.com/courses/663560/assignments/8275065)	due by 11:59pm
	 <u>Documentation of Hours</u> (https://utah.instructure.com/courses/663560/assignments/8275073)	due by 11:59pm
	 <u>Final Narrative</u> (https://utah.instructure.com/courses/663560/assignments/8275074)	due by 11:59pm
	 <u>Final Site Supervisor Evaluation</u> (https://utah.instructure.com/courses/663560/assignments/8275075)	due by 11:59pm
	 <u>Thank you letter - Network building</u> (https://utah.instructure.com/courses/663560/assignments/8275106)	due by 11:59pm
	 <u>Mid-term Site Supervisor Evaluation</u> (https://utah.instructure.com/courses/663560/assignments/8275088)	
	 <u>Reflection and Running Totals (20% hours)</u> (https://utah.instructure.com/courses/663560/assignments/8275097)	
	 <u>Reflection and Running Totals (40% hours)</u> (https://utah.instructure.com/courses/663560/assignments/8275098)	
	 <u>Reflection and Running Totals (60% hours)</u> (https://utah.instructure.com/courses/663560/assignments/8275095)	

Date**Details**

 **Reflection and Running totals (80% hours)**
(<https://utah.instructure.com/courses/663560/assignments/8275096>)
