



**DOANE**  
UNIVERSITY

## SYLLABUS

<b>Course Title</b>	Internship/Practicum
<b>Course Number</b>	CMS 296/HRE 421
<b>Number of Credits</b>	1-3
<b>Course Dates</b>	10/15/18 - 12/15/18
<b>Instructor</b>	Gina Larson
<b>Email Address</b>	gina.larson@doane.edu
<b>Office Hours/Availability</b>	Wednesday and Thursday 5-6pm, other times arranged
<b>Phone Number</b>	402-416-8714 call and text this number
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	N/A
<b>Additional Course Materials</b>	N/A
<b>Course Description</b>	On-the-job experience and involvement in activities which develop skills in the effective management of people. The internship may be in a business firm or human services agency.

	(Pass/Fail)
<b>Program Outcomes</b>	<p>Organizational Communication:</p> <ul style="list-style-type: none"> <li>a. Develop analytical and critical thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions</li> <li>b. Recognize ethical issues involved in information technology and its management</li> <li>c. Understand information science and technology concepts and processes, their relationships to each other, and their relationships to existing and emerging computing technologies</li> <li>d. Develop the confidence and the skill to learn independently and apply existing and emerging computing technologies and processes</li> <li>e. Develop the confidence and the skill to solve an unknown problem and to efficiently research, learn, and apply a previously unknown topic or skill to a novel problem- solving situation</li> </ul> <p>Human Relations:</p> <ul style="list-style-type: none"> <li>a. Gather and analyze information for research and to critically evaluate research done by others</li> <li>b. Know and understand the theories of counseling and their application to the challenges faced by clients</li> <li>c. Develop interpersonal communication and relationship- building skills necessary to function effectively in human services and/or mental health settings</li> <li>d. Know and understand the impact of culture, race, ethnicity, gender, sexual orientation, and age on both practitioner and the client</li> <li>e. Know and understand the ethical and legal dimensions of the human services profession</li> </ul>
<b>Course Learning Outcomes/Objectives</b>	<p>Course Objectives:</p> <ul style="list-style-type: none"> <li>▪ Student will be able to apply principles learned in the classroom in the workplace</li> <li>▪ Student will gain self-understanding, self-confidence, and interpersonal skills</li> <li>▪ Student will develop work competencies for a specific profession or occupation</li> <li>▪ Student will explore career options and gain general work experience</li> </ul>

<b>Technology Requirements</b>	<a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>
--------------------------------	---

## Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
1	Introduction to Practicum/Internship	Attend meeting		First week of term
1-3	Complete packet and return forms	Packet	Complete Packet (LO 3,4)	Week 1-3
¾ meeting	Meeting with instructor			?? Individual student timeline
Completion of hours	Submit final assignment	Final Assignment	(LO1,2,3,4)	?? Individual student timeline


### Grading Assessments

Type of Requirement/Assessment	Points	Total possible points
Mandatory Meeting	0	Required to begin practicum/internship
$\frac{3}{4}$ meeting	0	Required to meet course requirements
Final Assignment	0	Required to meet course requirements

Pass/Fail course-to receive a grade of Pass, you must meet all the above requirements.

<b>Participation Policy</b>	Mandatory meeting required before starting to collect hours, monthly email touching base with instructor on how practicum/internship is going, meeting with instructor required when $\frac{3}{4}$ of hours completed.
<b>Study Time</b>	Time will vary depending upon timeline for acquiring hours on practicum/internship location.
<b>Late Work</b>	All hours and paperwork must be submitted by the end of the 2nd term of signing up for practicum/internship.

<b>Submitting Assignments</b>	All paperwork will be submitted via Blackboard.
<b>Communication Policy including Assignment Feedback</b>	Calls and text messages will be answered within a 4-hour window, those received after 10pm will be answered the following morning no later than 10am. All assignments received on time will be graded and provide feedback within 5 days.
<b>Academic Integrity Policy</b>	New Academic Integrity Policy to be released AUTM 2018
<b>Academic Support</b>	Please contact academicsupport@doane.edu <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a>
<b>Disability Services</b>	<a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a> Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at <a href="mailto:chris.brady@doane.edu">chris.brady@doane.edu</a> or 402-467-9031 for assistance.
<b>Military Services</b>	<a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a>
<b>Anti-Harassment Policy</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a>
<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>
<b>Credit Hour Definition</b>	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.

<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.
-------------------------	--