CI 495 Field Experience

CI 495 Internship in Child and Family Services
(6 Credit Hours)

Instructor Information
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Office Hours: TBA and By appointment

Catalogue Description
This course is a supervised work experiences in settings for children and families and/or public agencies.

Course Objectives
- To develop professionalism through direct experience with children and families.
- To reflect on personal growth and development and make plans for personal improvement.
- To improve ability to communicate with other professionals and with children and families.
- To increase knowledge about the specific agency to which the student is assigned.
- To increase ability to communicate both through oral and written communication.
- To demonstrate ability to use technology in a professional setting.
- To develop professionally through candid self-evaluation of performance.
- To increase skill level in 10 core competencies that are vital to your future.

Instructional Methods
Various methods of instruction will be utilized including discussion, lecture, and presentation. Participation and student engagement is mandatory.

Textbook
Required Textbook:

Consulted Textbooks:
Structure of CI 495

In-Class:

Students in CI 495 will meet on campus for 2 hour weekly seminars with the course instructor for discussion of current issues and events. This time is not counted toward the hour requirement.

In-Field:

Students in CI 495 will spend approximately 20 hours per week (20 hours per week during Fall/Spring semesters and 40 hours a week during summer semester) in an approved human service agency under the supervision of experienced on-site personnel for a minimum total of 320 hours.

Students may not count their lunch time toward the required hours for this internship experience. Students are not expected to work during Spring/Fall break, Thanksgiving break or Final's week. If necessary and possible, students are allowed to work during the break.

Students are expected to perform at least as well as entry level professionals in the early childhood field. Specific job duties and assignments will be agreed upon by the site supervisor, student, and instructor as each placement is unique.

Periodic conferences will be held with the field experience coordinator, site supervisor, and intern student.

Course Policies

Seminar Attendance - Students will be presenting what they learned from their work and discussing the topic assigned each week. Students are expected to attend all the seminars. One absence will be allowed for emergency. Being absent for seminar two or more times will result in the deduction of one grade (From A to B, C to D, and so on).

Seminar Participation - Participation in these seminars is crucial. Participation will be based on active group discussion which comprises of: individual researching, listening, and thinking about what others are saying and expressing his/her own opinion. Interns should respect classmates, guest speakers, and the course instructor.

Professionalism – Professionalism during this seminar discussion is mandatory. Any unprofessional behaviors observed in class or reported will be reflected on the student’s final grade. Professional behavior includes but is not limited to:

1. Students should be respectful to the course instructor and other classmates.
2. Students are expected to use manners, kind words, appreciate differences.
3. Students should pay attention to guest speakers and demonstrate participation such as asking questions, answering questions, taking notes, following directions, etc.
4. Students should demonstrate organization skills.
5. All assignments must be typed and submitted on time.
6. All assignments must be saved in a designated folder on a reliable computer.
7. Students should bring the course binder every class.
6. Students should be on time. Tardiness considered half an absence.
7. Students are not permitted to make or receive personal phone calls, emails, or text message in class. If observed, they will have their final course grade lowered by one letter grade for each occurrence.
8. Grammar, punctuation, and spelling must be correct. Points will be deducted for writing errors. If, as a whole, the intern's writing shows consistent weaknesses and do not improve, she/he may not pass the course.

**Communication with Instructor:** Effective oral and written communication with the course instructor is mandatory. Communication tools includes, but are not limited to: e-mailing, utilizing office hours, leaving messages on Livetext, etc. Students are held responsible for all missing assignments. Students must follow up if their initial communication with the course instructor is delivered to her or not.

**Request Accommodation for Special Needs:**
If students have a qualified disability and needs special accommodations, they should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disabilities. Please advise the instructor of such disability and the desired accommodations as soon as possible.

**Course Evaluation**

1. **Internship Evaluation (50 points):** The performance of the internship experience will be evaluated by the site supervisor. There are two conferences: mid-term and final. Students are expected to complete a written self-evaluation prior to the mid-term and perform it orally during the conference. However, only the final evaluation by the site supervisor will be reflected for your final grade. (50 pts).
2. **Reflective Journals (150 points):** Students are to write weekly journals and submit them through Livetext. Each journal is worth 10 points and late submissions will lose half the total points. Reflective thinking and writing skills are two of the major criteria for the grading.
3. **Professional Contribution Project (50 points):** Students will search, plan, and execute a professional contribution that will benefit the agency in which the internship takes place. Details and examples of the professional contribution will be discussed in class. Evidence of the students’ professional contribution is documented and presented in class.
4. **Capstone Portfolio (50 points):** Students will create and present a Capstone portfolio. The portfolio should include content that is relevant to the students’ tracks. All artifacts in the portfolio must directly come from the internship and should reflect how students have accomplished the ten core competencies discussed later. The final grade will be determined by the quality of the contents, artifacts, and oral presentation.
Grading Policies

1. Grades are determined on a point scale.
2. Submitting falsified documents will result in failing the course.
3. The course instructor has right to lower the final grade in the case of student misconduct and/or lack of professionalism in class and the internship site.
4. Students are responsible for improving writing throughout the year. If students have incompetent writing skills, they will be advised to seek outside help such as private editors or SIUC’s Writing Center. Failure to improve writing skills will result in failure of the course.
5. Failure to complete the following assignments on time and in a professional manner will also result in a lower grade. (more than 2 occurrences )
   - Mandated Orientation: Pass/Fail
   - Seminar Attendance: Pass/Fail
   - Active Participation in seminars: Pass/Fail
   - Writing skills: Pass/Fail
   - Internship Contract: Pass/Fail
   - Core competency Outline: Pass/Fail
   - Mid-Term conference: Pass/Fail
   - Daily Logs: Pass/Fail
   - Resume Consultation: Pass/Fail
   - Site Supervisor’s Portfolio Approval: Pass/Fail
   - Final Conferences: Pass/Fail
   - Professionalism: Pass/Fail
6. Any late assignment will lose half of the total possible points.
7. Any assignment that is late more than a week from the due date is not accepted and will be an automatic zero.
8. Students who are asked to leave the internship will forfeit the hours earned up to that point and repeat the course next semester.
9. Students must earn “C” or better in this course to pass.
10. Students earning a “D” or “F” must repeat the course and students may only repeat the course one time.
11. Incomplete: Below is SIUC’s policy on “incomplete”.
   An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within a time period designated by the instructor but not to exceed one year from the close of the term in which the course was taken, or graduation whichever occurs first. Should the student fail to complete the course within the time period designated, not to exceed one year, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. Students should not register for courses in which an INC has been assigned with the intent of changing the INC grade. Re-registration will not
prevent the INC from being changed to an F. (Grading and Scholastic Regulations – Grading System Explanation, SIUC Undergraduate Catalog)

It is the responsibility of the instructor who gave the INC to make the final determination of the grade that will replace the INC. This agreement should be completed and the original given to the student when the instructor assigns the incomplete grade. A copy should be kept by the instructor, sent to the student’s academic advisement office, and placed on file with the Department.

### Grading Scale and Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>270-300</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>240-269</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>210-239</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>180-209</td>
</tr>
</tbody>
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IMPORTANT DATES *
Semester Class Begins: .............................................. 01/19/2016
Last day to add a class (without instructor permission): .......... 01/24/2016
Last day to withdraw completely and receive a 100% refund: ....... 01/31/2016
Last day to drop a course using SalukiNet: ........................ 04/03/2016
Last day to file diploma application (for name to appear in Commencement program): ........................................... 02/12/2016
Final examinations: .................................................. 05/09–05/13/2016
Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday Holiday 01/18/2016
Spring Break 03/12—03/20/2016

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/catalog/undergraduatecatalog.html

INCOMPLETE POLICY~ Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must be taken at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/catalog/undergraduatecatalog.html

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM
Student Conduct Code http://srr.siu.edu/student_conduct_code/

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of account-ability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website at www.dps.siu.edu (disaster drop down) and the Emergency Response Guideline pamphlet. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring : http://tutoring.siu.edu/
Math Labs http://math.siu.edu/courses/course-help.php

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://writre.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:

SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin

ADVISEMENT: http://advisement.siu.edu/

PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/

SIU ONLINE: http://online.siu.edu/