

INFO 5090 001 Syllabus

Practicum & Internship in the Field Study

Fall 2022

Welcome to Practicum!

In this course, you will complete 120 hours of Practicum and internship in your field of study. This course and the instructions are on the Canvas course management system. The syllabus will describe the learning outcomes, assignments, course and university procedures and policies.

INSTRUCTOR

Dr. Lingzi Hong
lingzi.hong@unt.edu
919-260-7578

Email me whenever you have questions about the course assignments or whenever you encounter difficulties in your internship work. I will try my best to help! If not, find someone to help you. Do not ever feel bad for having questions. You may also discuss the questions you have in work with other students in this class.

COURSE DESCRIPTION

The internship/practicum course provides students with practical and general training experiences in areas related to their course of study. The course is designed to give students an opportunity to apply what they learned, expand and enhance their knowledge, and gain work experience in related areas. Course requirements enable students to make the connection between theory and practice and further develop students' analytical and interpersonal skills. For students who have are working with an outside organization, most of the work of this course will involve accumulating the 120 hours of experience working under the guidance of a practicum supervisor.

LEARNING OUTCOMES

By the end of the course, students will be able to:

1. Describe the work environment of the place or agency where the student intends to be employed upon graduating.
2. Apply what the student has learned in webinars or in-person experience to the profession desired in the form of a written blog.
3. Research to discover outstanding professional learning resources to use during the semester and refer to as a professional in the future.
4. Incorporate professional knowledge and skills with social media to widen the candidate's circle of influence.
5. Explain their philosophy of the profession including the 4 key components in the profession that the candidate values the most and why.
6. Demonstrate a clear understanding of the core competencies of data scientists, including the technical skills and non-technical abilities, and how those competencies are being demonstrated in the profession.
7. Write a cover letter and a resume/vita according to guidelines shared by experts at UNT's Career Center.

COURSE ASSIGNMENTS/DUE DATES

Assignment:	Due Date:
Introductory Discussion Board	Sep 8
Practicum Supervisor Paperwork	Sep 8
Resume/Vita	Oct 13
Midterm Check	Oct 13
Practicum Log	Dec 8

GRADING INFORMATION

The course is graded as a Pass/Fail course. All assignments will be graded as complete or incomplete. To pass the class, all assignments must be completed at an excellent level of competence.

MINIMUM TECHNICAL SKILLS

In this course students will utilize Canvas, the Internet, library resources, and technology applications for assignments and self-learning.

TECHNICAL REQUIREMENTS/ASSISTANCE

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email:

helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours: Monday-Thursday 8am-midnight

Friday 8am-8pm

Saturday 9am-5p

Sunday 8am-midnight

- [UIT Help Desk](#)
- [Hardware and software necessary to use Canvas](#)
- [Browser requirements](#)
- [Computer and Internet Literacy](#)
- Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

STUDENT ACADEMIC SUPPORT SERVICES

- [Academic Resources:](#) where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Accommodation](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#): library services
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

COURSE POLICIES

Assignment Policy

Due dates are listed on the course calendar above and on Canvas. Rubrics for grading will be included with assignment instructions. Of course, it is expected that you will do your own work and that your work will be completed at a high level of excellence reflecting graduate level expectations.

Course Management System Policy

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk at helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time. Basically, don't panic. If Canvas goes down, you will not be penalized for it!! 😊 As always, we hope the technology holds but if something happens, we will deal with it together.

Instructor Responsibilities and Feedback

You can rely on your instructor to:

- *provide clear instructions and rubrics to all course assignments*
- *answer all questions and emails within 24 hours*
- *grade all assignments within one week of their due date*
- *incorporate feedback provided to continually update and improve course content*

Late Work

Late work is not accepted, unless prior arrangements have been made with the instructor or in the case of an emergency. Please do not hesitate to contact me by text or phone at my cell number, 682-249-6714, if you have an emergency that will prevent you from having an assignment due on time. Unfortunately, situations sometimes do arise suddenly and unexpectedly. If a sudden emergency situation affects you, please let me know and we will work out a plan together to handle your coursework.

Attendance Policy

Students are expected to log into Canvas often, participate in all course requirements, and respond to all instructor correspondence.

[UNT attendance policy](#)

Class Participation

Class participation is vital to an online learning environment. The more you engage in classroom discussions, activities, and assignments, the more you will benefit from this course, both now and as you begin or accelerate your library career.

Students should be polite to the instructor and their classmates at all times. Students should refrain from using threatening, judgmental or harsh language and follow good netiquette rules.

[Netiquette Rules](#)

Syllabus Change Policy

Any syllabus corrections will be posted as an announcement and when/if the syllabus is updated a dated notation will remain on the syllabus so students can easily see both the corrected and original information.

Course Evaluation

You will have an opportunity to provide feedback on the course and the instruction towards the end of the semester. Details will come much later in the semester. 😊

UNT POLICIES

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the [Office of Disability Accommodation \(ODA\)](#) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the

Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the [Code of Student Conduct](#). The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.

Access to Information - Eagle Connect

Follow the link for information regarding students' access point for [business and academic services](#) at UNT. All official communication from the University will be delivered to a student's [Eagle Connect](#) account.

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "[UNT SPOT Course Evaluations](#) via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and

therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed [Immigration and Customs Enforcement](#) regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor)

can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses. See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. [Download the UNT System Permission, Waiver and Release Form](#)

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentation, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.