

Syllabus

This is a field experience learning course. Students are placed with agencies/programs to learn by doing in the field. There are a wide range of experiences available through the many placements sites. While some placements may be research or policy development based, most are centered around learning about professional level service providers and the necessary skills and procedures they utilize to accomplish their program goals. As such you will be placed in a site with a supervisor who will guide your experiences and oversee your activities. You will each develop your own personal internship agreement that will list your learning objectives from the placement as well as the duties the site will be able to expect from you and the experiences they should be providing you with. This agreement will meet our learning objectives as well as the needs of the placement site and will be agreed to in writing by your supervisor, the instructor of the internship, and yourself.

Requirements:

1. We will meet as a class at the beginning of the semester while we make sure everyone is placed and so everyone gets a sense of the other placements to gain a sense of the variety of experiences available. We will then meet about the middle of the semester for updates and for students to report on exceptional experiences or challenges faced in their placements. At the end of the term we will meet for students to present their final reports to the class.
2. For every three (3) credits you are expected to put in 140 hours in the field. As this is a variable credit course, this will be adjusted proportionately depending on the number of credits you enrolled in.
3. You will keep a journal of your activities and learning experiences in the field. This may be done through daily or weekly entries.
4. A final report that describes your activities over the semester as well as what you have learned and how this has shaped your view of the placement site and programs and their effectiveness will be written up and turned in. In addition you will make a short presentation to the rest of the class so they can learn from your experiences as well.

Your supervisor will be given a midterm and final evaluation form that they will fill out and discuss with you. After that you will schedule a meeting between your supervisor, your instructor, and yourself to review the evaluations and discuss any further steps to be taken and possible future opportunities.

Your supervisor will also be asked to recommend a grade that will weigh heavily on what your final grade will be.

Office Hours: MW 12:00-2:50 and by appointment

Alton M. Okinaka

UCB 345 Ph. 932-7117 e-mail: alton@hawaii.edu

Messages can be left at the Social Sciences Division Office UCB 308 Ph. 932-7100.

SUPPORT AVAILABLE FOR STUDENTS

Link to document that can be added to syllabi:

<http://go.hawaii.edu/zAf>

ACADEMIC ADVISING

Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements.

ACADEMIC SUCCESS

Kilohana: The Academic Success Center provides a range of free, drop-in academic services and resources to all currently enrolled UH Hilo students. Services include access to peer student staff from a range of academic majors, course related resources (handouts, practice exams, etc.) PC desktops with subject specific software, and study environments for individuals and small groups. Please check the Kilohana website at <https://hilo.hawaii.edu/kilohana/> for information, locations, and contact phone numbers for our various Centers on campus. You can also call 932-7287 (Karla Hayashi) or 932-7294 (Lindsay Heller) for more information.

DISABILITY SERVICES

Any student with a documented disability who would like to request accommodations should contact the Disability Services Office - Student Services Center E230, 932-7623 (V), 932-7002 (TTY), uds@hawaii.edu - as early in the semester as possible.

MENTAL HEALTH/SUICIDE PREVENTION

The UH Hilo community is committed to and cares about all students. Life at college can get complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, struggle with relationship difficulties, family responsibilities, or diminished self-esteem. However, supportive services are available and effective. UH Hilo Counseling Services helps undergraduate and graduate students cope with difficult emotions and life stressors. Counseling Services is staffed by experienced, professional counselors, who are attuned to the diverse needs of all types of college students. The services are FREE and completely confidential. Find out more at <https://hilo.hawaii.edu/studentaffairs/counseling> or by calling (808) 932-7465. For immediate help, contact The Crisis Line of Hawaii [1-800-753-6879](tel:1-800-753-6879), the National Suicide Prevention Hotline [1-800-273-8255](tel:1-800-273-8255) (suicidepreventionlifeline.org), or text "Aloha" or "Hello" to the Crisis Text Line [741-741](tel:741-741).

TITLE IX SYLLABUS TEMPLATE

The University of Hawaii is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you. Staff can also direct you to resources that are in the community. Here

are some of your options:

If you wish to remain **ANONYMOUS**, speak with someone **CONFIDENTIALLY**, or would like to receive information and support in a **CONFIDENTIAL** setting, contact:

Confidential Advocate: Destiny Rodriguez, destinyr@hawaii.edu, 932-7958
UH Hilo Counseling Services: SSC, room E-203, 932-7465
UH Hilo Medical Services: Campus Center, room 212, 932-7369

If you wish to **REPORT** an incident of sex discrimination or gender-based violence including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking as well as receive information and support*, contact:

Libby Bailey, Title IX Coordinator: 932-7818,
libby.bailey@hawaii.edu

Jennifer Stotter, Director of the Office of Equal Opportunity & Deputy Title IX Coordinator: 932-7641, jstotter@hawaii.edu

Kalei Rapoza, Interim Vice Chancellor for Administrative Affairs, 932-7626, kaleihii@hawaii.edu

* Please note that you do not have to file a complaint with the University to receive institutional support or assistance.

As a member of the University faculty, I am **required to immediately report** any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to:
<http://www.hawaii.edu/titleix>