



**THE UNIVERSITY OF TEXAS AT ARLINGTON**

**Course Name:** LING 4393 Linguistics Internship

**Course Instructor:** Dr. Daniel Scarpace

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<https://www.uta.edu/profiles/daniel%20-scarpace>

**Texts and Materials:**

No textbook is required for this course. Optional readings and materials may be posted on Canvas.

**Time and Place of Class Meetings:**

We will not meet regularly for this class. Instead, students' class time will be spent at the location of their internship. All students' assignments will be submitted via Canvas by the dates specified in the course schedule. Students are encouraged to contact the instructor regarding any issues, problems, or triumphs that they wish to discuss, but this is not strictly required.

**Course Description:**

The internship class (paid or unpaid) aims to deliver an approved professional experience created in relationship to the intern's interests and academic goals. The course is designed to pull together your academic learning and personal experience in a professional environment, in preparation for starting or advancing your career. While the course will present different experiences for every student enrolled, the goal is to provide professional development and job-related skills under supervision in an appropriate educational setting.

**Student Learning Outcomes:**

- Through a pre-reflection on their academic career, students will identify current transferable skills, their application, and areas of opportunity to grow into their field of interest.
- Students will think critically and report their experiences on weekly discussions to evaluate what they've learned, share best practices and network with each other.
- Students will learn strategies to create a professional profile that reflects their education, work history, accomplishments, goals and aptitudes.
- Students will gain practical experience in their field of interest and develop applicable skills for graduate school and career focused positions. Additionally, they will acquire self-confidence, career identity and a sense of civic responsibility.
- Through a post-reflection, students will critically evaluate how to apply strengths learned in their academic program and internship and identify transferable competencies to meet possible career goals.

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**Attendance:** At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section students are not expected to meet in a traditional classroom but instead are required to be actively engaged in the class activities, internship commitments and to participate in relevant online discussions on Canvas.

**Other Requirements:** In addition to completing all of the required volunteer hours, students are expected to attend workshops, presentations and fairs as required by the syllabus. If you have committed to a specific organization, it is your responsibility to make arrangements to notify the organization should you not be able to meet your agreed-upon appointments. Remember that you are representing UTA in our community. No-showing not only reflects poorly on you, but also on our department and university as a whole.

**Grading:** Students must complete all internship hours, assignments and discussion postings/replies by the due dates. All due dates for the assignments and discussion postings/replies are listed in the course schedule. Late work and work that must be revised will not be accepted. You are responsible for your technology/internet working to ensure work is completed by the deadlines.

Below you will find the weighted percentage of each of the course components. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

40% 60 Hour minimum of volunteer/intern work

20% Online Discussions/Replies

20% Pre-Reflection

20% Post-Reflection

Your course grade will be determined as follows: A = 90% or above; B = 80 - 89%; C = 70 - 79%; D = 60 - 69%; F = below 60%.

### Description of Assignments:

#### 60 Hour minimum of Volunteer/Intern work

You will be collaborating with an approved organization to gain experience in a field that supports your career path. This course requires a minimum of 60 hours in a semester but you are welcome to earn more hours if possible. It is the responsibility of the student to create a schedule that allows for the successful completion of this class in balance with other responsibilities. Candidates should try to maximize their learning experience in preparation for advancing their career. Weekly logs created by the student and verified by their supervisor will be required and must be submitted to the instructor.

#### Online Discussion/Replies

The discussion component of the course is the primary place for demonstrating meaningful reflection as you address the learning objectives of the course, resolve problems and challenges, document observations and feelings related to your experience and share best practices with your peers. A total of 10 online discussions and replies are required and these will be a combination of original post observations, trainings, presentations, creating résumés and cover/interest letters. Besides your

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original posts you must respond, inquire or provide feedback to at least two other postings in a substantive way - using complete sentences and examples.

### Pre-Reflection

The Pre-Reflection assignment (3 pages, MLA format) is meant to help you analyze how your academic background, skills, attitudes and experience can be applied towards your internship and in turn support your professional goals. Your paper will display a summary of your context, areas of interest, career goals, internship details, concerns and what you hope to achieve in this class.

### Post-Reflection

The Post-Reflection assignment (5 pages, MLA format) is designed to help you reflect and contextualize the professional activities in which you were engaged. Your paper will display a summary of experiences and incorporate meaningful reflections based on your specific internship as it applies to your own objectives. You will summarize your experience telling about projects, assignments, challenges, areas of improvement and successes. This assignment will also require you to identify skills, concerns and attitudes as they apply towards your professional goals.

## **DETAILED GUIDELINES AND EXPECTATIONS FOR ASSIGNMENTS:**

1. Volunteer/Intern Work
2. Pre-Reflection
3. Online Discussions and Replies
4. Post-Reflection

### **1. Volunteer/Intern Expectations (40%)**

Each student is responsible for finding and securing their own volunteer/internship which must be approved by the instructor. In order to get full credit for this section of your grade the student needs to complete a minimum of 60 hours of volunteer/intern work. It is the student's responsibility to contribute to the overall success of the internship and should try to maximize their learning experience in preparation for advancing their career.

The student is expected to complete and discuss an Internship Agreement (provided by the instructor) with the supervisor/mentor and turn it in at the beginning of the semester. Specific responsibilities are listed below:

- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed. Respect the organization's reporting structure and follow the policies and procedures of the organization.
- Communicate effectively with the instructor, site supervisor, immediate supervisor (if different from site supervisor), and other staff within the organization; accept and apply critiques and suggestions to daily work in an effort to become more productive and/or efficient.
- Create and keep records of Weekly Time Logs.
- Communicate with the site supervisor and/or faculty supervisor any issues that may affect your performance of assigned responsibilities or the overall success of the experience.

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- Appreciate diversity in all of its forms and respect various social and political viewpoints; do not discriminate on the basis of race, creed, color, sex, religion, age, nation/ethnic origin, disability, or sexual orientation.
- Uphold the University of Texas at Arlington Conduct Code and act in an ethical manner when on and off-campus and while representing the host organization.

<https://www.uta.edu/conduct/code-of-conduct/index.php>

### 2. Pre-Reflection Assignment (20%)

At the start of the internship you are required to complete a reflective essay that summarizes your academic and professional background, reason to take this course, career goals and description of your internship. This assignment, which is due at the beginning of your internship, must be word-processed, double-spaced, and a minimum of **three pages** in length. Please head your paper with your name, dates of internship, and the name of the agency or organization for which you are volunteering. Answers to the following questions should also be addressed:

1. How do you feel your internship experience is helping inform or shape your career goals?
2. What are your top five skills/strengths? How will you practice and explore your strengths/skills during the internship?
3. What experiences do you intend to obtain from this internship? What are you most excited about? Concerned?
4. How do you intend to develop or enhance your skills through this internship?
5. What previous learning will this internship experience build upon (i.e. from prior classes, work, volunteer, leadership, or other)?
6. What are your expected outcomes of this course as they relate to your professional goals?
7. Identify and describe three objectives you wish to achieve in this class to complement your career path.

Tasks	100%	50%	0%
Pre-Reflection	Responses showed candidate understood purpose of assignment and made a connection with what they learned. They justified their value claim or supported their criticism of the assignment.	Responses showed candidate understood purpose of assignment but did not make a connection and had no explanation to justify their value.	Assignment did not meet the length required. Work lacked analysis and cohesiveness. Responses did not answer the questions of the assignment.

### 3. Online Discussions and Replies (20%)

A big part of this class is learning from interactions with the Career Center and with your fellow students. The on-line discussions provide you with an opportunity to reflect on these experiences. Provide examples, both positive and negative, to support your discussion points.

Grading Rubric

Tasks	100%	0%
On-Line Discussions	Complete paragraphs. Complete answers to all questions.	Incomplete sentences. Few questions answered completely.
50%	Examples where appropriate.	Examples missing.
Response Postings 50%	Complete paragraphs. Respond to two (2) or more postings.	Incomplete sentences. Respond to less than two (2) postings.

4. Post-Reflection Assignment (20%)

The purpose of this assignment is to analyze what you have experienced in this class, reflect about what you thought was helpful, what was not and what you wanted to experience and did not. This assignment, which is due at the conclusion of your internship, must be word-processed, double-spaced, and a minimum of **five pages** in length. Please head your paper with your name, dates of internship, and the name of the agency or organization for which you worked. Answers to the following questions should also be addressed:

1. Describe your overall experience during your internship including responsibilities, projects, challenges and triumphs. What did you enjoy the most? The least?
2. What did you learn about the field you were in? Does it line up with your own vision of where you want to work?
3. What skills did you develop the most, and why? The least, and why?
4. What new skills and attitudes did you attain through this experience that you didn't seek out at the start?
5. Describe, in detail, how you met each of the three objectives set in your pre-reflection. Did you change or add new objectives and why?
6. What did you learn in this experience that you feel could not be learned in a classroom setting? And how does it apply towards your own professional goals?
7. How has your internship helped you grow as a professional? What are your next goals (grad school, join the workforce, etc.) and how can you apply your growth towards them?
8. Elaborate on your impression of the class, suggestions, likes and dislikes, and anything else you feel you should add.

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Tasks	100%	50%	0%
<b>Pre-Reflection</b>	Reflection showed candidate understood purpose of assignment and made a connection with what they learned. They justified their value claim or supported their criticism of the assignment.	Responses showed candidate understood purpose of assignment but did not make a connection and had no explanation to justify their value.	Assignment did not meet the length required. Work lacked analysis and cohesiveness. Responses did not answer the questions of the assignment.

**Course Schedule (subject to change):**

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Daniel Scarpace.*

Week (Sunday)	Due on Sunday (11:59 PM)	Due on Wednesday (11:59 PM)
Week 3 (9/1)	Internship Agreement, Pre-Reflection Essay	Replies Due
Week 4 (9/8)	Interview Questions	Replies Due
Week 5 (9/15)	Create a Resume	Replies Due
Week 6 (9/22)	Create a Cover Letter	Replies Due
Week 7 (9/29)	Career Fair (visit on 9/25)	Replies Due
Week 8 (10/6)	Customized Resume / Cover Letter	Replies Due
Week 9 (10/13)	Internship Update	Replies Due
Week 10 (10/20)	Behavioral Interview Questions	Replies Due
Week 11 (10/27)	Mock Interview	Replies Due
Week 12 (11/3)	Counselor Appointment Review	Replies Due
Week 13 (11/10)		
Week 14 (11/17)	LinkedIn Profile / Grad School Application	Replies Due
Week 15 (11/24)		
Week 16 (12/1)	Post Reflection Essay	Replies Due

Pre-Reflection and Internship Agreement	
<p>Internship Agreement -Submit on Canvas under assignments.</p>	
<p>Pre-Reflection Essay - Create a thread and submit on Canvas as a word document.</p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	
Discussion 1 – Interview Questions	
<p>In addition to answering the “Tell me about yourself” question, search and select 5 possible job interview questions of your choice and answer them as if you were being interviewed. Post 3-5 questions you would ask a potential employer. <a href="http://www.uta.edu/careers/students/interview/questions.php">http://www.uta.edu/careers/students/interview/questions.php</a> *These may vary depending on your career choice, interest, etc.</p> <p>- Create a thread and submit on Canvas as a discussion post.</p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	
Discussion 2 – Creating a Resume	
<p>Create a resume in Word and submit on Canvas to be reviewed. *The feedback I give will be available to all students in the class.</p> <p>You may find your own templates online or use the link below as a guide: <a href="http://www.uta.edu/careers/students/resume/services.php">http://www.uta.edu/careers/students/resume/services.php</a></p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	

**Discussion 3 – Creating a Cover Letter**

Create a Cover Letter in Word and submit on Canvas to be reviewed. \*The feedback I give will be available to all students in the class.

You may find your own templates online or use the link below as a guide:  
<http://www.uta.edu/careers/students/resume/cover-letters.php>

Respond/comment to at least two other postings in a substantive way using complete sentences and examples.

**Discussion 4 – Career Fair**

Visit UTA’s Career Fair on Wednesday, Sept 26<sup>th</sup> and choose three companies that you would be interested in working for. Talk with the representatives to learn about their companies, the type of jobs that are available and any other questions you may have.  
[https://events.uta.edu/event/fall\\_all\\_majors\\_job\\_fair#.WaV4syh9670](https://events.uta.edu/event/fall_all_majors_job_fair#.WaV4syh9670)

Write a summary of your experience including your impression of the job fair, the 3 companies, and why these companies were chosen.

- Create a thread and submit on Canvas as a discussion post.

Respond/comment to at least two other postings in a substantive way using complete sentences and examples.

**Discussion 5 – Customized Resume and Cover Letter**

Research and find a potential job/position you would like to apply for and create a cover letter and a resume specifically customized for that position. Focus your job search on a career oriented position that fits your goals vs any available job.

[http://www.huffingtonpost.com/susan-p-joyce/customize-yourresume\\_b\\_5343814.html](http://www.huffingtonpost.com/susan-p-joyce/customize-yourresume_b_5343814.html)

- Create a thread, post the job link and submit documents on Canvas.

Respond/comment to at least two other postings in a substantive way using complete sentences and examples.



Discussion 6 – Internship Update	
<p>Post a summary describing your internship. What impressions do you have of your internship, your responsibilities and what are you looking forward to? Are there any challenges you've encountered and how are you resolving them? Questions?</p> <p>-Create a thread and submit on Canvas as a discussion post.</p>	
Discussion 7 – Behavioral Interview Questions	
<p>Research and post 5 <b>Behavioral Interview Questions</b> and answer them to the best of your ability. These may vary depending on your career choice. <a href="http://www.uta.edu/careers/students/interview/index.php">http://www.uta.edu/careers/students/interview/index.php</a></p> <p>- Create a thread and submit both your questions as well as detailed answers on Canvas as a discussion post.</p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	
Discussion 8 – Mock Interview Appointment	
<p>Make an appointment to visit a Counselor at the Career Center to practice a mock interview session. <a href="https://booknow.appointment-plus.com/738q0zky/">https://booknow.appointment-plus.com/738q0zky/</a> Write a summary of your experience, strengths, areas that can be improved, feedback, etc. *Dressing up for the interview is optional.</p> <p>- Create a thread and submit on Canvas as a discussion post.</p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	
Discussion 9 – Resume and Cover Letter Review	
<p>Make an appointment to visit a Counselor at the Career Center to review your resume, cover letter, get advice about job search strategies, or ask general questions. <a href="https://booknow.appointment-plus.com/738q0zky/">https://booknow.appointment-plus.com/738q0zky/</a></p> <p>Write a short summary of your experience.</p> <p>- Create a thread and submit both unedited and edited versions of your resume and cover letter on Canvas as a Word document.</p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	

Discussion 10 – Grad School & LinkedIn	
<p>(1) LinkedIn Profile - Create a thread and submit your LinkedIn Profile Link on Canvas.</p> <p>(2) Find a graduate school program you might be interested in that is related to the work you have done for this internship. Create a thread that explains what the program is, why it is relevant for you, and what possible job prospects there are with this additional degree.</p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	
Post-Reflection Essay	
<p>Post-Reflection Essay - Create a thread and submit on Canvas as a word document.</p> <p>Respond/comment to at least two other postings in a substantive way using complete sentences and examples.</p>	

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**November 1st is the last day to drop classes; submit requests to advisor prior to 4:00 pm.**

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning,

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Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.  
**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this

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week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at: <http://www.uta.edu/universitycollege/resources/index.php>

<p><b>Emergency Phone Numbers:</b> In case of an on-campus emergency, call the UT Arlington Police Department at <b>817-272-3003</b> (non-campus phone), <b>2-3003</b> (campus phone). You may also dial 911. Non-emergency number 817-272-3381</p>
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