

**TEXAS A & M UNIVERSITY - COMMERCE
DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
COURSE SYLLABUS**

COURSE TITLE: HHPH 495/HHPS 450/HHPS 537
COURSE VALUE: Three (3) – Six (6) credit hours
COURSE LOCATION/TIME: Online
PROFESSOR: Quynh Dao Dang, PhD
OFFICE: Field House 100J
OFFICE HOURS: by appointment
PHONE: (903) 886-5548
FAX: (903) 886-5365
E-MAIL: Quynh.dang@tamuc.edu
REQUIRED TEXT: intern manual

Student Intern Checklist

Requirement

Completion Date:

Prepare Multiple Copies of Your Resume-

Submit one copy to your Site Supervisor, one to Dr. Quynh, and retain a copy for your records. The Writing Center will help you with your resume

Get an Application for Internship/Cooperative Education Form- from Dr. Quynh and complete it. You, your site supervisor and Dr. Quynh must sign the form

Complete a Site Information Sheet for Internship (If not already on file with Internship Coordinator)

Prepare Copy of Work Plan-

Complete in Cooperation with Site Supervisor within two weeks of starting internship. Submit Copy to Dr. Quynh by week 3 of internship

Meet every **month** by with Internship Coordinator to discuss progress of internship Bring updated copies of work plan to these meetings.

Meeting Dates
 Meeting Dates
 Meeting Dates

Progress Reports-

Meet with your Site Supervisor at least **two** times to discuss the progress of your internship and complete an evaluation. Complete one midterm and one final evaluation. Turn in midterm Evaluation to Dr. Quynh at a monthly meeting. Final evaluation is due last day of finals.

Supervisor's Final Evaluation of Student Internship -

Discuss results with Site Supervisor (Site Supervisor to submit Final Evaluation to Dr. Quynh)

Final Internship Experience Report-

Prepare and complete the Final Report of Internship Experience & submit report to Dr. Quynh by last day of finals.

GRADE BREAKDOWN (to achieve highest points, each must be submitted on time)

Work plan	10 PTS (10%)
Timesheets	20 PTS (20%)
Journals	10 PTS (10%)
Logs	10 PTS (10%)
Supervisor's evaluations (mid-term & final)	20 PTS (20%)
Before/After sheet	10 PTS (10%)
Final experience report	10 PTS (10%)
<u>Final Project</u>	<u>10 PTS (10%)</u>
TOTAL	100 PTS (100%)

A grade of C or above must be maintained in all courses of your major field and for teacher certification.

ALL STUDENTS ENROLLED AT THE UNIVERSITY SHALL FOLLOW THE TENETS OF COMMON DECENCY AND ACCEPTABLE BEHAVIOR CONDUCIVE TO A POSITIVE LEARNING ENVIRONMENT. (SEE STUDENT'S GUIDE BOOK.)

STUDENTS REQUESTING ACCOMMODATIONS FOR DISABILITIES MUST GO THROUGH THE ACADEMIC SUPPORT COMMITTEE. FOR MORE INFORMATION, PLEASE CONTACT THE DIRECTOR OF DISABILITY RESOURCES AND SERVICES, GEE LIBRARY, ROOM 132, (903) 886-5835.