

THE UNIVERSITY OF CONNECTICUT
URBAN SEMESTER PROGRAM
INTD 3590: URBAN SEMESTER FIELD WORK
SPRING 2025

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9 Credits
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Our semester begins with a group meeting followed by an individual participating agency (field trip) meeting, the following week (This note is added in compliance with UCONN field trip requirements.) The field trip sites are those that each student will be interning with, after conversations with the professor, and organization supervisors.

Internship Requirements:

Each student will complete a Student-Agency Agreement in which you will spell out your projected goals and responsibilities for the semester. The Agency Supervisor will describe their method of supervision. Both you and your supervisor should sign the agreement, keep copies for each of you, and furnish an original to the Internship Coordinator (L.Elliott-Hugh).

You will be working in, or for, your placement for 3.5 days per week or 27 hours, whichever is easiest to calculate and you will earn 9 credits for this course. The exact schedule is to be worked out between you and the Agency Supervisor. Your internship should not conflict with the two **Urban Semester seminar courses on Tuesdays and Wednesdays from 5pm to 7:30pm.**

Evaluation:

You will be evaluated both by your Agency Supervisor and by the instructor of this course/Internship Coordinator. The Urban Semester Internship coordinator will issue the final grade under advisement of your (agency) supervisor (49%) and the course instructor (51%).

Mid-way through the semester the course instructor will have a conversation with your agency supervisor to discuss your activities and progress during the semester. At any time if there are any specific issues to raise with respect to responsibilities, activities, work with other staff or any other issues, please feel free do so. However, you do not have to wait and should not wait to raise any issues or problems you may have in your placement with either your supervisor or the course instructor. Go in with an open mind and your work ethic strongly in place. At the end of the semester a final agency visit will be scheduled where you, the supervisor and the course supervisor will meet together to wrap things up. (Additionally, we hope to have a chance to visit each of the internship sites of the cohort during the semester...)

At the end of the semester, the supervisor will provide the course instructor with a brief written evaluation of your work. This may or may not be shared with you before it is sent to the Urban Semester Program Director. **Your work in the internship will count for 75% of your grade.**

Confidentiality:

As you begin your internship, make sure you understand the agency's rules and procedures regarding confidentiality. Especially in agencies and organizations that are involved with individual clients, legal issues, the criminal or juvenile justice system, there are fairly rigid protocols involved. Be sensitive to confidentiality issues in any type of agency. Make sure you have a clear idea of what is expected, allowed, and of the specific privacy rules of their 'shop.'

Internship Journals:

You will keep a journal of all your activities in your placement. You should make at least one entry for each day you are at your placement/s. The journal entries should be at least TWO PAGES, per week. Please keep track of the following topics.

- Activities and responsibilities
- How your two seminar classes relate to your internship work/experiences.
- Routine and not-so-routine events
- Issues and interesting experiences you are having with respect to clients, co-workers, projects, decision-makers, etc.
- Issues involved in the organization and functioning of your agency -- what you are learning with respect to organizational behavior
- Issues and interesting experiences that you can relate back to larger urban issues.
- How what you are doing relates to prior courses and current courses
- How you are feeling about what you are doing
- How you may be changing as a result of your internship
- What you are learning and what is having the greatest impact on you
- Any other pertinent issues

Your journal will be due every SUNDAY, by midnight, during the semester. Please plan to email them to me, in Word format. If this is a hardship, let me know. Journals more than 3 days late will be penalized 1/2 grade (A to A-, or A- to B+, for example). The key to success is to KEEP UP TO DATE NOTES FOR YOUR JOURNALS. Don't wait until the last minute and try to remember what has happened.

Journals are due on:

Week 1	1/26
Week 2	2/2
Week 3	2/9
Week 4	2/16
Week 5	2/23
Week 6	3/2
Week 7	3/9
Week 8	3/16

Week 9	Spring break. 3/16-3/22 Submit if needing extra credit 3/23 No journal
Week 10	3/30
Week 11	4/6
Week 12	4/14
Week 13	4/20
Week 14	4/27 May 2 last day of classes
Week 15	5/4 Reading days no journal due
Week 16	Final Journal Due May 7, or before

In your final, extended journal entry, please summarize some of the things you will take away from this experience. Discuss your most lasting impressions and lessons. Also think about how you will use this experience in your future. Your final journal submission will be 3 pages.

This journal will count for **25% of your grade** for the internship course, INTD 3590. This seems like a low percentage until you submit several that are late – thus dragging your grade down.

Enjoy this opportunity to learn and to reflect. This is a time for BOTH personal and professional growth and reflection.

I look forward to sharing the journey with you.

LEH