

WST 4940  
**Internship**  
Spring 2025

**INSTRUCTOR INFORMATION**

**Instructor:** Dr. Joanna Neville (She/her)

**Office:** 302 Ustler Hall **Office Phone:** 352 273 0390

**Email:** [jneville@ufl.edu](mailto:jneville@ufl.edu)

**Office hours:** Mondays and Wednesdays from 10:35 am to 11:35 am in the office or by appointment if needed. Zoom is available if needed.

**COURSE GOALS AND OBJECTIVES****Course Description**

Practical experience in the community with a local agency, group or business involved in women's issues.

**COURSE REQUIREMENTS, CREDIT HOURS, AND MODALITIES****Course Time Requirements:**

This course is for variable credit, which means that students can sign up for 1, 2, or 3 credits of WST4940. Each credit level requires students to work a particular number of hours at the internship site:

1 credit: 40 hours/semester (~3 hours/week)

2 credits: 80 hours/semester (~6 hours/week)

3 credits: 120 hours/semester (~9 hours/week)

In addition to working the required number of hours, students will need to complete reflection and discussion assignments on Canvas, manage their time sheets, and work with their site to obtain two performance evaluations.

**COURSE MATERIALS**

**Required Materials:** All assigned readings, course forms/records, and evaluations are on Canvas.

**Instructional Format:** Experiential learning in community agencies with asynchronous companion assignments on Canvas

**Materials and Supplies Fees:** None

**STUDENT LEARNING OUTCOMES**

**A student who successfully completes this course will be able to:**

- Gain first-hand experience while working in an approved site or organization
- Apply knowledge learned within the field of study to practical and professional experiences outside of the classroom and vice versa.
- Clarify career goals.

## ASSESSMENT AND GRADES

**Time Worked:** Students will keep track of the hours they work at their site over the course of the term, using the Google sheet provided by the instructor. Alternate time sheets used by the site may be accepted upon request. Supervisors will be asked to attest to the hours completed on the mid-term and final evaluations of the students.

**Reflections:** These assignments are designed for you to reflect on your internship experiences, tie those experiences to your other coursework, and consider your career goals. More instructions, and specific prompts for the different reflections, are on Canvas.

**Discussions:** These assignments are designed for you to engage with your peers. You will write on various experiences of your internship. Discussion boards are a place to share your thinking and materials with the class and to provide and get feedback. More instructions, and specific prompts for the different discussions, are on Canvas.

**Evaluations:** At both the mid-term and end of semester, you will need to work with your supervisor to have them complete the evaluation form via DocuSign and discuss it with you. You will also complete a final evaluation of the site and your experiences via Qualtrics (this is for our information only and will not be shared with the site).

## Graded Course Activities

### SUMMARY OF GRADING PERCENTAGE POINTS

Assignment	Point value	Number of assignments	Total points accruable
Earning all needed hours at site(40, 80, or 120 depending on # of credits)	67	n/a, ongoing	67
Reflections	4	3	12
Discussion boards	4	3	12
Evaluations	3	3	9
Total			<b>100</b>

### FINAL GRADE

This course is graded using the S-U grading system. An S grade is equivalent to a C (2.) or better, while a U grade is equivalent to C- or lower (<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>). Therefore, a student earning the equivalent of a C-, D+, D, D-, or E in a course would earn a U grade in an S-U grading framework. Regardless of whether a student earned an S or U grade in the course, the grade for that course does not calculate into the GPA. S-U grading is not equivalent to Pass-Fail grading. If a student earns a U for a class, credit is not granted for that class, and the course will not count toward degree requirements.

Grade Scale and link to UF grading policy <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Letter Grade

Points

<b>A</b>	100-93
<b>A-</b>	92-90
<b>B+</b>	89-87
<b>B</b>	86-83
<b>B-</b>	82-80
<b>C+</b>	79-77
<b>C</b>	76-73
<b>C-</b>	72-70
<b>D+</b>	69-67
<b>D</b>	66-63
<b>D-</b>	62-60
<b>E</b>	<59

In cases where the number of percentage points falls in between letter grades, points will be rounded to the nearest whole number.

#### IMPORTANT GRADE NOTE

A grade of C- or lower will not qualify for credit toward a major, minor, Gen Ed, Gordon Rule or College Basic Distribution credit. For more information, see "Grades and Grading Policies" at

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

#### COURSE CALENDAR

This calendar is subject to change for pedagogical or logistical reasons. To the extent possible, students will be notified in advance of any such changes.

<b>Week</b>	<b>Date</b>	<b>Work Due</b>
1	January 13-17	Update time sheet with hours earned at practicum site Discussion 1
2	January 21-24	Update time sheet with hours earned at practicum site Discussion 2 and Reflection 1
3	January 27-31	Update time sheet with hours earned at practicum site
4	February 3-7	Update time sheet with hours earned at practicum site
5	February 10-14	Update time sheet with hours earned at practicum site
6	February 17-21	Update time sheet with hours earned at practicum site
7	February 24-28	Update time sheet with hours earned at practicum site
8	March 3-7	Update time sheet with hours earned at practicum site

Week	Date	Work Due
9	March 10-14	Update time sheet with hours earned at practicum site Midterm evaluation of student by site
10	March 17-21	Spring Break
11	March 24-28	Update time sheet with hours earned at practicum site Reflection 2
12	March 31-April 4	Update time sheet with hours earned at practicum site
13	April 7-11	Update time sheet with hours earned at practicum site Reflection 3
14	April 14-18	Update time sheet with hours earned at practicum site Discussion 3
15	April 21-25 (Reading days: April 24-25)	Update time sheet with hours earned at practicum site
16	Finals Week: April 28-May 2	Final evaluation of student by site, Final evaluation of site by student Due April 29 <sup>th</sup>

## UNIVERSITY POLICIES AND RESOURCES

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

### Students requiring accommodation

Students who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### UF course evaluation process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <http://gatorevals.aa.ufl.edu/students>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <http://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <http://gatorevals.aa.ufl.edu/public-results/>

## ADDITIONAL POLICIES AND RESOURCES

### University Honesty Policy

University of Florida students are bound by the Honor Pledge. On all work submitted for credit by a student, the following pledge is required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Student Honor Code and Conduct Code (Regulation 4.040) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course. For additional information, see <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

### Procedure for conflict resolution

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact the Undergraduate Coordinator (Dr. Joanna Neville: [jneville@ufl.edu](mailto:jneville@ufl.edu)) or the Graduate Coordinator (Dr. Kendal Broad: [klbroad@ufl.edu](mailto:klbroad@ufl.edu)) for undergraduate and graduate courses, respectively. Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (<http://www.ombuds.ufl.edu>; 352-392-1308) or the Dean of Students Office (<http://www.dso.ufl.edu>; 352-392-1261).

**For a list of additional campus resources, see section C 5 here:**

[https://syllabus.ufl.edu/media/syllabusufledu/syllabi\\_policy\\_09\\_09\\_2022.pdf](https://syllabus.ufl.edu/media/syllabusufledu/syllabi_policy_09_09_2022.pdf)

### *Health and Wellness*

- U Matter, We Care: [umatter@ufl.edu](mailto:umatter@ufl.edu); 352-392-1575.
- Counseling and Wellness Center: <http://www.counseling.ufl.edu>; 352-392-1575.
- Sexual Assault Recovery Services (SARS): Student Health Care Center; 352-392-1161.
- University Police Department: <http://www.police.ufl.edu/>; 352-392-1111 (911 for emergencies).

### *Academic Resources*

- E-learning technical support: [learning-support@ufl.edu](mailto:learning-support@ufl.edu); <https://elearning.ufl.edu>; 352-392-4357.
- Career Connections Center: Reitz Union; <http://www.career.ufl.edu/>; 352-392-1601.
- Library Support: <http://cms.uflib.ufl.edu/ask>.
- Academic Resources: 1317 Turlington Hall; 352-392-2010; <https://academicresources.clas.ufl.edu>.
- Writing Studio: 2215 Turlington Hall; <http://writing.ufl.edu/writing-studio/>.

**Office of Victim Services** 1515 Museum Road, (352) 392-5648 (Monday – Friday, 8:00 a.m. – 5:00 p.m.) (352) 392-1111 (after business hours and on weekends)

**Alachua County Victim Services & Rape Crisis Center** 352-264-6760 Monday-Friday,  
8:30AM - 5PM, some services available 24/7

**Peaceful Paths Domestic Abuse Network** 352-377-8255 (24-hour helpline)