



**EDKN 4328 300 Internship  
Department of Counseling, Health and Kinesiology  
Kinesiology Program**

**INSTRUCTOR INFORMATION**

<b>Instructor Name:</b> Sukho Lee, Ph.D.	<b>A&amp;M-San Antonio email:</b> slee@tamusa.edu
<b>Office Hours:</b> Tue 09:00-11:00 & 14:00-15:00, Wednesday 08:30-15:30, and by email Appointment	<b>Meeting Times:</b> <b>Asynchronous Class</b>

Please do not hesitate to send an email to set up a convenient and agreed upon appointment time for a phone call, virtual session, or meeting. Generally, I will respond to emails within 24 hours of receiving them. If I plan to be away from my computer for more than a couple of days, I will let you know in advance. Any technical questions can be referred to Blackboard Support. I will update the grades each time a grading session has been complete—typically 10 days following the completion of an activity. You will see a visual indication of new grades posted on your Blackboard home page under the link to this course.

**Zoom appointment (office hour by appointment): Please send me an email request first.**  
<https://tamusa.zoom.us/j/6754025462>

Meeting ID: 675 402 5462

One tap mobile: +13462487799,,6754025462# US (Houston)

+14086380968,,6754025462# US (San Jose) <https://tamusa.zoom.us/j/6754025462>

Dial by your location: Find your local number: <https://tamusa.zoom.us/u/ayotcYagZ>

**TEXTBOOK AND/OR RESOURCE MATERIALS**

**MANDATORY TEXTBOOK:** N/A

**COLLEGE OF EDUCATION AND PROGRAM POLICIES**

**COURSE DESCRIPTION :** The student and the university supervisor will develop a contractual agreement, which provides for a minimum of **120 total clock hours** of specific learning experiences on or off campus. Note: Students are not allowed to obtain an internship at a public school due to Teacher Certification requirements and

UIL rules. UIL allows no fitness intern coaching in public schools. Any fitness intern caught working with an athletic team renders that team *ineligible* for district playoffs and beyond. Prerequisites: Senior standing, EDKN 3326, and EDKN 4401.

**PROGRAM STUDENT LEARNING OBJECTIVES:** Upon successful completion of this course, each student will be able to:

1. Implement responsible and professional ethics including, proper dress, behavior and punctuality.
2. Record hours of work and have verified by on-site supervisor.
3. Perform self-evaluation on work performed and objectives achieved.
4. Experience a work setting relative to their career interest.
5. Interact with professionals and clients in their chosen field of study.
6. Apply theories and practices learned in the classroom in a professional environment.
7. Learn specific job responsibilities associated with their particular field of study.
8. Learn the organizational makeup and policies of a facility/entity within their profession.
9. Learn the emergency procedures of a facility/entity within their profession.
10. Learn about, develop, and participate in various programs/services offered by the facility/entity.
11. Experience methods of marketing programs and/or services in the work setting.
12. Experience and document use of various modalities associated with their field of study.
13. Obtain experience establishing goals and formulating a plan of action to attain the goals.

## TECHNOLOGY REQUIREMENTS

### COMPUTER HARDWARE:

To participate in this course, you should have easy access to a computer with high-speed internet connection via cable modem, LAN or DSL.

### STUDENT TECHNICAL SKILLS:

You are expected to be proficient with installing and using basic computer applications and have the ability to send and receive email attachments.

### SOFTWARE:

Mozilla's Firefox (latest version; Macintosh or Windows)  
Google Chrome (latest version; Macintosh or Windows)  
Adobe's Flash Player & Reader plug-in (latest version)  
Apple's QuickTime plug-in (latest version)  
Project Software – Optional

### BLACKBOARD SUPPORT CONTACT INFORMATION:

If you need Blackboard support at any time during the course or to report a problem with Blackboard you can: \*Visit the Blackboard Student Help Site

## COURSE POLICIES

### ATTENDANCE:

This course is offered through an online platform on Blackboard. **The student is expected to participate all the class activities and spend time on Blackboard.** It is the responsibility of the students to inform each instructor of their inability to attend the class AND participate in the class activities. When, however, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor will recommend the student to drop the course. It is important to understand that class attendance can be used by the instructor as one criterion for grading; therefore, **a student cannot earn an A in the course with two or more unexcused absences from class activities.** **Time spent on Blackboard (can be monitored by the professor).** A student who enrolls for a course and then does not attend is considered absent from class until the student officially drops the course.

Students are expected to carefully read the course contents and participate in regularly scheduled class activities including class discussion and examination promptly. If a student has not participated in class discussion 3 or more, they will earn a failing ("F") grade for the course.

### STUDENT REQUIREMENTS:

#### 1. Online participation:

- a. Students are expected to demonstrate active participation via class discussions, assignments, and activities.
- b. Students are responsible for active engagement in classroom activities and/or participation in on-line discussions.
- c. Participation in class is weighed heavily; therefore, a student cannot earn an A in the course with more than two unexcused from class activities.

**2. Professionalism and Respect:** Substantially, successfully, and equally contribute to the planning, organization, and the completion of assignments and projects.

### PROFESSIONAL DISPOSITIONS:

Your professional dispositions will be assessed at all times through your interactions and communication, both orally and in writing, with classmates and instructor on campus and with students and teachers in school settings.

### LATE WORK POLICY:

All homework is due as an **uploading document** on the blackboard. Homework received after the due date will be penalized 2 points **per day, after which 4 days will result in a zero.**

- *I do not offer extra credit*
- *I do not offer independent studies if an acceptable grade is not earned*

## ASSIGNMENT SUBMISSION:

All assignments must be neatly typed. **The content of tests and assignments will be evaluated based on the level of higher-order thinking skills** demonstrated by the student according to the criteria for grading included in this syllabus, Blackboard and the expectations explained in class. **All assignments must be submitted through Blackboard** unless otherwise specified by the instructor. **Please submit assignments in the following format:**  
**lastname\_assignmentname.doc**

## COMMUNICATION SKILLS:

All students must have adequate writing skills in English to communicate content in a professional and concise manner. Students must be proficient in their written presentations including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. Students must follow APA guidelines, use non-racist and non-sexist language, and include sufficient references and evidence to support their thesis and ideas in the paper and projects.

## NETIQUETTE:

### 15 Essential Netiquette Guidelines to Consider in Online Learning

- Before posting your question to a discussion board, check if anyone has asked it already and received a reply.
- Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
- Always remember to say "please" and "thank you" when soliciting help from your classmates.
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
- If you ask questions, many people respond. Summarize all answers and post that summary to benefit your whole class.
- Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.
- Don't badmouth others or call them stupid. You may disagree with their ideas but don't mock the person.
- If you refer to something your classmate said earlier in the discussion, quote just a few key lines from their post so that others won't have to go back and figure out which post you're referring to.
- Before asking a question, check the class FAQs or search the Internet to see if the answer is obvious or easy to find.
- Check the most recent comments before you reply to an older comment.
- Be forgiving. If your classmate makes a mistake, don't badger him or her for it. Just let it go.
- Run a spelling and grammar check before posting anything to the discussion board.

Source:

## SCHOLASTIC INTEGRITY:

As a member in an academic community, students at Texas A&M University- San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Student who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University- San Antonio Code of Conduct.

Texas A&M University- San Antonio faculty has the discretion to impose grade penalties as deemed necessary. Faculty members are required to report such serious breaches of academic honesty to their chair, their dean and the Office of Student Rights and Responsibilities. In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action. Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Affairs.

According to the Student Code of Conduct, the following are violations of Academic misconduct: Cheating, Plagiarism, Multiple Submissions, Collusion, Lying, and Bribery.

For more information, please refer to the **Texas A&M University- San Antonio Handbook** under Academic Policies: Violations of Academic Conduct.

## DEFINITIONS:

1. **Bribery:** Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.
2. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise to give an unfair advantage to the student. Examples include, but are not limited to:
  - a. Copying from another student's paper or receiving unauthorized assistance during an assignment, quiz, test or examination;
  - b. Having another person other than oneself attempt to complete an assignment or exam.
  - c. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff;
  - d. Unauthorized collaboration on assignments and exams;
  - e. Using unauthorized assistance such as books, notes or other devices (e.g. calculators, cell phones, or computers, etc.);
  - f. Using, Selling, giving or exchanging completed exams to a student who has not yet taken the test;
3. **Collusion:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonest. This includes, but is not limited to, the unauthorized collaboration with another individual in progressing forward on academic assignments.
4. **Lying:** The deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.

## COURSE STRUCTURE:

The instructional methods for this course will include internship experiences at the designated facility and class assignments.

## ASSIGNMENTS:

The final grade will be determined by the accumulation of points earned by the following:

Assignments	Description
<b>Cover Letter</b>	The cover letter indicates your interest in a position and should highlight the skills you possess. It is important that this letter be painstakingly perfect, as you would submit for your first career position. There is no required format for the cover letter. <b>Send via Assignment Dropbox in Blackboard.</b> Save the file as LastNameFirstNameInternshipCoverLetter
<b>Resume</b>	The resume is an indication of the skills you possess and is a standard portion of the application process for professional positions. It is important that this document be painstakingly perfect, as you would submit for your first career position. There is no required format for the resume. <b>Send via Assignment Dropbox in Blackboard.</b> Save the file as LastNameFirstNameInternshipResume
<b>Monthly Reports</b>	<p>The student is to submit monthly reports (using Word and sent <b>via Assignment Dropbox in Blackboard</b>) to the university supervisor during the internship experience. These reports are to be submitted by the due date. The quality and depth of the report informs the department internship supervisor of how things are progressing, and should therefore be thorough. Note: This does not mean that you can only work on one assignment. There are multiple learning opportunities in each location, so take advantage of as many as you can. Please be sure to ask the on-site supervisor how you can be of most help.</p> <p>There are 4 major subject areas to be reported:</p> <ol style="list-style-type: none"><li>i. Other activities engaged in – Not just a chronological listing of assignments, but a somewhat more in-depth explanation of your major involvement during the reporting period.</li><li>ii. Problems encountered – Both major and/or minor problems with which you were confronted. Hopefully, there will not be many major problems. With some analysis you can point out areas of potential problems and how they were avoided.</li><li>iii. Insights gained – What’s new to you? How can you use it in the future? If nothing new, were there vague ideas that became clearer? Do you feel more confident? If so, in what situations?</li><li>iv. Next weeks to do list – Prepare a list of things to do for the next month. Do not list routine items, rather list everything that is</li></ol>

important and needs to be remembered (to see, to telephone, to follow-up, to think about, to decide, to write, to prepare, etc.) Do not worry about completing every item on the list. Be flexible. All monthly reports submitted to the university supervisor must be neatly typed in proper grammatical form (Microsoft word document). **Send via Assignment Dropbox in Blackboard.** Comprehensive reports should be 5 to 6 pages in length.

**Monthly Report 1, plus Learning Goal 1 & 2:** The report can cover information about your orientation, and at least one key assignment which can be part of a program/initiative/event/project or procedure that you will help develop, assist with or improve (please discuss the needs with the on-site supervisor and select one to work on). Also include subject areas below (i-iv).

- i. Other activities engaged in – Not just a chronological listing of assignments, but a somewhat more in-depth explanation of your major involvement during the reporting period.
- ii. Problems encountered – Both major and/or minor problems with which you were confronted. Hopefully, there will not be many major problems. With some analysis you can point out areas of potential problems and how they were avoided.
- iii. Insights gained – What’s new to you? How can you use it in the future? If nothing new, were there vague ideas that became clearer? Do you feel more confident? If so, in what situations?
- iv. Next weeks to do list – Prepare a list of things to do for the next month. Do not list routine items, rather list everything that is important and needs to be remembered (to see, to telephone, to follow-up, to think about, to decide, to write, to prepare, etc.) Do not worry about completing every item on the list. Be flexible.

Comprehensive reports should be 5 to 6 pages in length.

**Monthly Report 2, plus Learning Goal 3 & 4:** The report should address the key program/initiative/event/project or procedure that you are assisting with. Write about what you have done so far and the progress made. Also include subject areas below (i-iv).

- i. Other activities engaged in – Not just a chronological listing of assignments, but a somewhat more in-depth explanation of your major involvement during the reporting period.
- ii. Problems encountered – Both major and/or minor problems with which you were confronted. Hopefully, there will not be many major problems. With some analysis you can point out areas of potential problems and how they were avoided.
- iii. Insights gained – What’s new to you? How can you use it in the future? If nothing new, were there vague ideas that became clearer? Do you feel more confident? If so, in what situations?
- iv. Next weeks to do list – Prepare a list of things to do for the next month. Do not list routine items, rather list everything that is



	<p>important and needs to be remembered (to see, to telephone, to follow-up, to think about, to decide, to write, to prepare, etc.) Do not worry about completing every item on the list. Be flexible. Comprehensive reports should be 5 to 6 pages in length.</p> <p><b>Monthly Report 3, plus Learning Goal 5:</b> The report should address the progress and/or accomplishments made in the key program/initiative/event/project or procedure. Discuss how this work experience will help you in your future career. Also include subject areas below (i-iv).</p> <ul style="list-style-type: none"> <li>i. Other activities engaged in – Not just a chronological listing of assignments, but a somewhat more in-depth explanation of your major involvement during the reporting period.</li> <li>ii. Problems encountered – Both major and/or minor problems with which you were confronted. Hopefully, there will not be many major problems. With some analysis you can point out areas of potential problems and how they were avoided.</li> <li>iii. Insights gained – What’s new to you? How can you use it in the future? If nothing new, were there vague ideas that became clearer? Do you feel more confident? If so, in what situations?</li> <li>iv. Next weeks to do list – Prepare a list of things to do for the next month. Do not list routine items, rather list everything that is important and needs to be remembered (to see, to telephone, to follow-up, to think about, to decide, to write, to prepare, etc.) Do not worry about completing every item on the list. Be flexible. Comprehensive reports should be 5 to 6 pages in length.</li> </ul>
<b>Logging Hours (signed by supervisor)</b>	All intern students must document the number of hours worked each month using the Work Hour Log Sheet found in this guide. <b>Send via Assignment Dropbox.</b>
<b>Mock Interview</b>	<p>Students will be required to conduct a virtual mock interview through May Center and submit the complete interview/link to Blackboard. Please see the instruction below;</p> <ol style="list-style-type: none"> <li>1. Date: Please make a phone call 210-784-1356 or visit front desk of the May center to schedule your interview (at least 2-3 days before your preferred date).</li> <li>2. After you complete the interview, the May center will email you your interview feedback.</li> <li>3. Upload the interview feedback on BB-Course Content-Dropbox-Mock Interview.</li> </ol> <p>NOTE. You do NOT need professional attire You do NOT need any documents for this appointment</p>
<b>Worksite Supervisor’s</b>	The Agency Supervisor will complete 2 evaluation reports (mid-term and final). The evaluation report is based on the intern’s performance to that



<b>Evaluation</b>	date. The evaluation can assist in determining strengths and weaknesses of student interns in their professional capacity. The evaluation counts a significant portion of your final grade. <i>*Note worksite supervisor evaluation should <b>not</b> be submitted in Blackboard. The worksite supervisor should send the signed evaluation to the course instructor directly. Please work with your supervisor and make sure to send it to the instructor by the due date.</i>
<b>Final Portfolio</b>	Develop a formal portfolio accumulating all the assignments including resume/cover letter, and monthly reports. You may also choose to include 1-2 pages of personal statements detailing your experience.

## GRADING POLICIES

**Grading Scale :** The final grade will be determined by the accumulation of points earned by the following:

Assignments/Evaluation	Possible points earned
Site commitment form	5
Resume	5
Cover Letter	5
Mock Interview	10
Monthly Reports w/Learning Goals	
Monthly Report 1	10
Monthly Report 2	10
Monthly Report 3	10
Log Hours Sheet	
January & February	2
March	1.5
April	1.5
Worksite Supervisor's Evaluation	
Mid-term	10
Final	10
Final Portfolio	20
<b>Total Possible Points</b>	<b>100</b>

Evaluations will be made with numbers. Final course grades of “A” through “F” will be awarded based on the TAMUSA grading Policy (see below):

<b>Letter Grade</b>	<b>Range</b>	<b>Grade Points</b>
<b>A</b>	90-100	4.0
<b>B</b>	80-89.99	3.0
<b>C</b>	70-79.99	2.0
<b>D</b>	60-69.99	1.0
<b>F</b>	55 & Below	0.0

## **TEXAS A&M SAN ANTONIO IMPORTANT POLICIES AND RESOURCES**

### **ACADEMIC ACCOMODATIONS FOR PERSONS WITH DISABILITIES:**

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

### **ACADEMIC LEARNING CENTER:**

The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

### **COUNSELING RESOURCES:**

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you are experiencing emotional

difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services.

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). For more information and self-help resources, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling)

### **EMERGENCY PREPAREDNESS:**

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>.

### **FINANCIAL AID AND VERIFICATION OF ATTENDANCE:**

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf> Download the SafeZone App for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900

### **JAGUAR WRITING, LANGUAGE, and DIGITAL COMPOSING CENTER:**

The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

### **MEETING BASIC NEEDS:**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students ([DOS@tamusa.edu](mailto:DOS@tamusa.edu)) for support. Furthermore,

please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

#### **MILITARY AFFAIRS:**

Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

#### **RELIGIOUS OBSERVANCES:**

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

#### **RESPECT FOR DIVERSITY:**

We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

#### **THE SIX-DROP RULE:**

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

#### **STATEMENT OF HARASSMENT AND DISCRIMINATION:**

Texas A&M University-San Antonio is committed to the fundamental principles of academic

freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES:**

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

### **Students' Rights**

A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

### **Students' Responsibilities**

A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.

A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, University Catalog and to comply with them, as well as federal, state, and local laws.

A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.

A student has the responsibility to recognize the University's obligation to provide an environment for learning.

A student has the responsibility to check their university email for any updates or official university notification.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct.

#### **PREGNANCY, PREGNANCY-RELATED, & PARENTING ACCOMMODATIONS:**

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide reasonable accommodations to pregnant students that would be provided to a student with a temporary medical condition and that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

#### **MANDATORY COURSE EVALUATION PERIOD**

#### **ATTENDANCE:**



Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. Texas A&M- San Antonio's attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

### SCHOLASTIC DISHONESTY:

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic misconduct for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. This includes holding other students to the same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Misconduct Policy, which may be found in the Texas A&M University-San Antonio Student Handbook.

University policy prescribes serious consequences for acts of academic misconduct including, but not limited to, a grade of 'F' on the particular paper or assignment or a failing grade in the course. Also, a referral may be issued to the Office of Student Rights and Responsibilities where the sanctions can vary up to possible expulsion from the University. Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If you are ever unclear whether a specific act might constitute academic misconduct, please contact your instructor for an assessment of the situation.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software.

#### Broader Use of Generative AI Permitted Within Guidelines

Use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who wish to use them. To adhere to our scholarly values, **students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your reference list)**. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

### SEXUAL MISCONDUCT:

A form of sex-discrimination. Includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that expressly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work, educational, or campus living environment. Unwelcome means that an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment



may be quid pro quo (“this for that”) or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence when based on sex.

### COURSE DROPS:

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

### STUDENT SERVICES:

#### Student Success Center

[Student.Success@tamusa.edu](mailto:Student.Success@tamusa.edu)  
(210) 784-1307

#### Academic Advising

<https://www.tamusa.edu/undergraduate-academic-advising/>  
(210) 784.1307

#### University Library

<https://www.tamusa.edu/library/index.html>  
(210)784-1500

#### Counseling & Wellness

<https://www.tamusa.edu/studentengagementsuccess/studentcounseling/index.html>  
(210) 784-1331

#### Registrar

<https://www.tamusa.edu/registrar/index.html>  
(210) 784-1300

#### Tutoring Services

<https://www.tamusa.edu/academic-affairs/student-academic-success-center/tutoringservices/index.html>  
(210) 784-1332

### Tentative Course Schedule & Calendar of Assignments

Wk	Date	Themes & Activities	Module	Assignments
1	1/21	Course Intro	Syllabus	
2	1/28	How to write a resume	1	
3	2/4	How to write a resume	1	<b>*Site commitment form due (2/7)</b>
4	2/11	How to write a cover letter	2	Log Hour Sheet – January (2/2) Resume & Coverletter (2/9)
5	2/18	Interview Strategies -1	2	

6	2/25	Interview Strategies -2	3	Monthly Report 1 (2/23)
7	2/27	Interview Strategies - 3	3	Mid-term Worksite Supervisor's Evaluation (3/1)
8	3/6	Interview Strategies - 4	3	Log Hour Sheet – February (3/1)
9	3/13	Spring Break		
10	3/20	Job Searching -Careers in Kinesiology	4	Mock Interview by 3/29
11	3/27	Job Searching -Job Searching	4	Monthly Report – 2 by 3/29
12	4/3	Job searching -Postgraduate options and PTprograms	4	Log Hour Sheet –March (4/5)
13	4/10	Developing Portfolio	5	
14	4/17	Developing Portfolio	5	Monthly Report – 3 by 4/26
15	4/26	Development Portfolio	5	Final Worksite Supervisor's Evaluation by 4/26
16	4/29	Development Portfolio	5	Log Hour Sheet – April (4/29) Final Portfolio by 5/5

## COVID-19 SYLLABUS ADDENDUM

COVID-19 is a dangerous illness. Above everything else, your health and safety are our concern. The best estimate now is that 20–40% of people infected with the virus have no symptoms. In compliance with safety practices, students are required to complete the COVID-19 student training course. Upon completion, you will receive a certificate with your name and date of completion. If you have yet to complete the course, please do so immediately, as completion is required to return to campus and participate in the Fall 2020 academic semester.

***NOTE: If you do not complete this training, you will have a Dean of Students hold on your records, which will prevent adds, drops, and registration.***

Students are required to conduct a self-assessment each day before coming to campus to determine if they are exhibiting any signs or symptoms of COVID-19 or have been exposed to COVID-19. Your presence on campus means that you certify that you are not exhibiting any signs or symptoms.

## CHECKLIST

*If any of the following apply to you, stay home!*

1. Have a diagnosis or suspected case of coronavirus;
  2. Are currently exhibiting any of the symptoms associated with COVID-19 as listed on the CDC “Symptoms of Coronavirus” web page <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>—**even one symptom** (e.g., cough or headache);
  3. In the past 14 days have had close (less than six feet) contact with a person who has a lab-confirmed case of COVID-19;
  4. In the past 14 days have had close (less than six feet) contact with a person who is awaiting results of a COVID-19 test because of symptoms or exposure;
  5. In the past 14 days have returned from travel or have traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home.
- Fever or chills (feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit)
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### *When in doubt, stay home!*

**If any of the above apply to you, do NOT come to campus. Instead, contact your professor and the Dean of Students Office [dos@tamusa.edu](mailto:dos@tamusa.edu), office phone: (210) 784-1354.**

All components of this class, including assessments, can be completed virtually, through Blackboard or other platform used in this class. Office hours will be held via Webex or other platform provided by the instructor.

#### **For lecture classes that include a face-to-face component:**

Accommodation for missing class if you meet one of the criteria on the checklist or do not feel comfortable physically attending will be made without penalty. Visitors are not allowed, and students can attend class only on their designated day for in-person attendance. All students have a responsibility to ensure they are always contributing to a safe learning environment by following all health and safety protocols.

#### **For laboratory classes that include a face-to-face, hands-on component:**

Unlike lecture classes with face-to-face components, laboratories are designed to provide hands-on experience and training in particular skills that are difficult to attain online. Thus, if students are registered for a laboratory course with a face-to-face component, it is expected that they physically attend on their scheduled day. However, if students have a documented health issue, are in another high-risk category, or feel uncomfortable attending

in person, they may be able to enroll in a section of the course that is designated OLC (on-line class). If no such section exists, which may occur in upper-division courses, it is imperative that students contact their instructors immediately, and accommodations will be handled on a case-by-case basis. Note: You and your instructor may decide that it's in your best interest to finish the course at a later date.

Once enrolled in either a hybrid or a fully on-line section, students may not switch between in-person and on-line learning without instructor approval due to the unique nature of preparing for hands-on activities in a laboratory environment as well as tight regulations on the number of students physically allowed in the laboratory. Accommodation for missing class if you meet one of the criteria on the checklist or do not feel comfortable attending will be made without penalty.

### **While in the classroom:**

1. Sanitize your hands upon entering.
2. Always maintain at least six feet from others, including your instructor and other students.
3. Front-row seating will not be used.
4. Sit in designated seats.
5. Always wear a cloth face covering or surgical mask fully covering your mouth and nose at all times while in the classroom, even if alone.
6. Observe and conform to any markings on the floor indicating appropriate spacing and don't sit in a location that has been marked as being off limits.
7. You may ask questions by raising your hand during class or by emailing the instructor outside of class. Do not approach your instructor before or after class to ask a question or attempt to hand your instructor any document or item, as this does not facilitate social distancing.

While in the laboratory: Special laboratory safety instructions will be provided on the course-specific syllabus, and appropriate training will be provided.

Students who do not live up to these responsibilities will not be permitted to physically attend class. Failure to comply with these health and safety protocols is a violation of the Student Code of Conduct. A student who is not in compliance with these health and safety protocols will not be allowed to remain in the classroom and will be reported to the student-conduct office, which may result in the student being barred from the classroom for the remainder of the semester and may also lead to expulsion from the university.

Certain classes may transition to fully online when necessary for health and safety.

## **Counseling Resources**

As a college student, there may be times when personal stressors interfere with your academic

performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210- 784-1331 between the hours of 8:00AM and 5:00PM, Monday – Friday. All mental health services provided by the SCC are free, confidential (as the law allows), and are not part of a student’s academic or university record. SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling) In a crisis situation, please walk-in to the Student Counseling Center (SCC) any time between the hours of 8:00AM and 5:00PM, Monday – Friday, to be seen by a clinician. For after-hours support, please call 210-784-1331. Please contact UPD at 911 if harm to self or harm to others is imminent.