**AUBURN UNIVERSITY**

**DEPARTMENT OF SPECIAL EDUCATION, REHABILITATION, AND COUNSELING SYLLABUS**

**SUMMER SEMESTER 2025**

**Course Number: RSED 4920-D01**

**Course Title: Rehabilitation and Disability Studies Internship**

**Credit Hours: Variable (up to 9 hours)**

**Class Time and Location: Distance Learning**

**Date Syllabus Prepared:** May 2025

Instructor: Abbey Holder, PhD, NCC

Email: [amh0033@auburn.edu](mailto:amh0033@auburn.edu) (I will respond to email within 1 business day generally)

Phone: 334-844-2875

Office Hours: By Appointment (Zoom or in-person)

Office Address: College of Education Building 3168

**INSTRUCTIONAL METHOD AND SCHEDULES:**

In addition to the 450 hours of field experience, the student must attend all scheduled virtual class meetings. There will be a few throughout the semester, as seen on the schedule below. These class meetings will consist of discussing each student’s internship experience and the course objectives relative to your placement site.

**TEXTBOOK:**

Readings will be assigned.

Suggested text, but not required:

Baird, B. N. (2014). *The internship, practicum, and field placement handbook: A guide*

*for the helping professions.*

**COURSE DESCRIPTION:**

The purpose of this course is to provide the student with a supervised experience in a human service organization. This experience should expose the student to issues affecting the rehabilitation process and/or the delivery of rehabilitation services.

**COURSE OBJECTIVES:**

The internship experience is 450 hours at an approved rehabilitation site.

Objectives that each student must, at a minimum, accomplish are:

1. To become familiar with the organizational structure of the unit or agency including the role and function of staff.
2. To become familiar with the philosophy, mission, and goals of the unit or agency exclusive to the agency.
3. To become aware of potential legal issues that may affect the effective functioning of the unit or agency regarding delivery of services.
4. To become aware of unit or agency standards that assure quality of care and services provided.

Individualized objectives will be determined with the internship supervisor on site. The forms for these objectives can be found attached to the syllabus.

**COURSE CONTENT AND SCHEDULE: SUMMER 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Dates** | **Assignment/Activities** | **Reading/Assignments** |
| 1 | 5/19 – 5/23 | Syllabus uploaded to Canvas | **Internship Proposal Form Due 5/23** |
| 2 | 5/26 – 5/30 | **5/26 - Memorial Day**  Zoom Meeting | **Objective Form Due 5/30**  **Weekly Journal #1 Due** |
| 3 | 6/2 – 6/6 |  | **Weekly Journal #2 Due** |
| 4 | 6/9 – 6/13 |  | **Weekly Journal #3 Due** |
| 5 | 6/16 – 6/20 | **6/19 - Juneteenth Holiday** | **Weekly Journal #4 Due** |
| 6 | 6/23 – 6/27 |  | **Midterm Log Signed by Supervisor Due 6/27**  **Weekly Journal #5 Due** |
| 7 | 6/30 – 7/4 | **7/4 - Independence Day**  Zoom Meeting | **Weekly Journal #6 Due** |
| 8 | 7/7 – 7/11 |  | **Weekly Journal #7 Due** |
| 9 | 7/14 – 7/18 |  | **Weekly Journal #8 Due** |
| 10 | 7/21 -7/25 |  | **Weekly Journal #9 Due** |
| 11 | 7/28 – 8/1 | Zoom Meeting | **Weekly Journal #10 Due** |
| 12 | 8/4 – 8/8 | University Official Final Exam Period | **Reflection Due 8/8**  **Final Log Due 8/8** |

**COURSE REQUIREMENTS & STUDENT EVALUATION:**

|  |  |
| --- | --- |
| **Assignments:** | Points |
| 1. Internship Proposal Form | 10 |
| 2. Zoom Attendance | 5 |
| 3. Objectives Form | 10 |
| 4. Weekly Journals (10 @ 3 pts) | 30 |
| 5. Evaluations | 10 |
| 6. Hours Log | 15 |
| 7. Reflection | 20 |
| **Total** | **100** |

**Grading Scale**

|  |  |
| --- | --- |
| A 90-100% | 90-100 Points |
| B 80-89% | 80-89.99 Points |
| C 70-79% | 70-79.99 Points |
| D 60-69% | 60-69.99 Points |
| F Below 60% | 59 or below Points |

**1. Internship Proposal Form (10 points):**

To initiate internship, the student proposal form must be turned in with site information prior to the semester of the internship being proposed. This is to allow for proper approval of the internship site. The internship site selected must be approved by the course instructor. Submission of all requested information and forms must be completed before beginning internship hours at selected site. Students must earn a minimum of 80 points to pass internship.

**2. Attendance (5 points):**

It is expected that each student will attend the scheduled zoom meetings and participate in discussion.

**3. Objectives (10 points):**

Each student will formulate internship objectives with their on site supervisor. These are in addition to the four objectives assigned to all students. In addition to formulating these objectives, the on site supervisor will evaluate each student on whether or not they achieved the objectives set.

**4. Weekly Journals (3 pts each):**

As a part of the internship experience, each student will keep a weekly log or journal for each week of the internship. These entries should be an opportunity for reflection.  
For example, write about questions you have, things you do not understand, things you see that you think could be done differently, things that make you angry, things that you like, things that happen to reinforce your decision to work in this field and things that happen that make you question your decision to work in this field, etc. Discuss how the field experience is developing you as a future practitioner.

*All students are expected to complete the weekly journal entries. Even if you are not at your site that week, students are still expected to submit a journal entry via Canvas, for a total of 10 journal entries for the semester.*

**5. Evaluations (10 points):**

Each student will have two evaluations completed by your site supervisor. These will be e-mailed out to site supervisors as a link to click and complete. Student evaluation will occur at midterm and final in formal evaluations.

**6. Hours Log (15 points):**

Each student will fill out a weekly log documenting the hours at the Internship site. The log of hours needs to be uploaded on Canvas by the last day of class. Direct hours working with clients should be documented. Please use the attached time logs. One should be used to document direct hours and one should be used to document indirect hours.

**7. Reflection (15 points):**

Each student will need to write and turn in a Reflection paper on their internship experience. This will be similar to the journal, but more comprehensive. This should be a minimum of three to five (3-5) pages in length and in APA style. This assignment is due on the last day of class. In this paper, you will address the following topics:

1. **Site Information** –What site did you attend? What was your main role at the site? Approximately how many hours per week did you go to your site?
2. **Greatest Impact** –Over the course of the semester, what did you do that had the greatest impact on your site or clients? In other words, what did you do that you’re most proud of this semester?
3. **Greatest Challenge** –Over the course of the semester, what stands out to you as the biggest challenge/obstacle that you faced? How did you overcome this? What do you wish you had known before this happened?
4. **Area of Growth** –Think back to your first week this semester and your first day at your site. In what way(s) have you grown as a person? How have you grown as a clinician or professional? How have you grown as a student?
5. **Course Thoughts** –If you were to take this course again, what would you like to see done differently and why? What do you feel helped you succeed the most this semester?

**8. Site Visit**

A representative of the rehabilitation program will conduct a site visit at least once per semester for each intern. This will provide the RSED faculty a chance to evaluate the student at their internship site, meet with site personnel, and to meet with the student to discuss the field experience.

**OTHER COURSE DETAILS:**

**EVALUATION FORM**

There is a *new* evaluation system for RSED Practicum/Internship field experience students via the Auburn University survey software, *Qualtrics*. This link will be emailed to your site supervisor at the end of the semester and returned directly to the instructor via *Qualtrics* survey response method. Students will receive a copy of this evaluation *after* it has been turned into the instructor.

***\*\*\*There will be no more paper-based field experience evaluation forms\*\*\****

**CORE ACCREDITATION**

Auburn University’s Rehabilitation and Disability Studies program is on the CORE registry for undergraduate programs. This course meets the standards set for the supervised clinical internship experience.

**LIABILITY COVERAGE**

Student’s officially registered and enrolled at Auburn University are covered by professional liability insurance in the amount of $1,000,000. Students who may need to document this coverage may request such from Dr. Holder.

**CLASS POLICY STATEMENTS:**

**Attendance:** It is expected that each individual will attend class. If you must be absent, please notify the instructor (via e-mail). The Department of Special Education, Rehabilitation and Counseling's attendance policy is that attendance in class is expected and will be linked to participation grades/points. You must be present to achieve these points, unless an excused absence has been arranged. At the discretion of individual instructors, verified absences may be excused under certain circumstances (see Auburn’s policy for further information on rules and regulations). Students may miss up to one class without penalty. Additional unexcused absences will result in grade reduction, and students will be held responsible for any content covered in the event of an absence. Students are expected to be on time for class

**Excused Absences**: Students are granted excused absences from class for the following reasons: Illness of the student or serious illness of a member of the student’s immediate family, death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance and religious holidays. Students who wish to have an excused absence from this class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required.

**Make-Up Policy:** Arrangements to make up missed major examination (e.g. hour exams, mid-term exams) due to properly authorized excused absences. Except in extraordinary circumstance, no make-up exams will be arranged during the last three days before the final exam period begins. Normally, a makeup exam shall occur within one week from the time the student initiates arrangements.

**Accommodations:** Students who need accommodations should submit their approved accommodations through the AIM Student Portal on AU Access and follow-up with the instructor about an appointment. It is important for the student to complete these steps as soon as possible; accommodations are not retroactive. Students who have not established accommodations through the Office of Accessibility, but need accommodations, should contact the Office of Accessibility at: ACCESSIBILITY@auburn.edu or (334) 844-2096 (V/TT). The Office of Accessibility is located in Haley Center 1228.

**Academic Honesty:** All portions of the Auburn University Student Academic Honesty code (Title XII) found in the Student Policy eHandbook. will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

**Classroom Behavior:** The Auburn University Classroom Behavior Policy is strictly followed in the course; please refer to the Student Policy eHandbook for details of this policy.

**Emergency Contingency statement:** If normal class and/or activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

**AI Policy: Not Permitted in this Course for Assignments**

In this course, it is expected that all submitted work is produced by the students themselves, whether individually or collaboratively. Students must not seek the assistance of Generative AI Tools like ChatGPT or Copilot for graded assignments. Use of a Generative AI Tool to complete an assignment constitutes academic dishonesty. Students may use Generative AI tools as a study tool, but be forewarned that AI tools are not trustworthy.

**Use of Electronics:** Cell phones must be put on silent and stored during class times, unless the instructor is notified of special circumstances (e.g., on-call professional services, family emergencies). Computers and electronic notepads are welcomed, but may be used for class purposes only and must not be a distraction.

**Mental Health:** If you or someone you know needs support, you are encouraged to contact Auburn Cares at 334-844-1305 or auburn.edu/auburncares. Auburn Cares will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

Student Counseling & Psychological Services provides confidential, no-cost mental health counseling and psychiatric services to Auburn Students. You can speak with a counselor 24/7/365 by calling 334-844-5123. Learn more about mental health information on campus at auburn.edu/scps.

**Basic Needs:** Any student experiencing food insecurity or an unexpected financial crisis is encouraged to contact Auburn Cares at 334-844-1305 or auburn.edu/auburncaresLinks to an external site. for resources and support.

**Sexual Misconduct Resources Statement:** Auburn University faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the Title IX Office, who can assist you with filing a formal complaint, No-Contact Directives, and obtaining supportive measures. Find more information at auburn.edu/titleix.

If you would like to speak with someone confidentially, Safe Harbor (334-844-7233) and Student Counseling & Psychological Services (334-844-5123) are both confidential resources. Safe Harbor provides support to students who have experienced sexual or relationship violence by connecting them with academic, medical, mental health, and safety resources. For additional information, visit auburn.edu/safeharbor.

**SYLLABUS DISCLAIMER:**

The instructor reserves the right to make changes to the syllabus as needed due to the developmental needs of the students. In the event that changes are deemed necessary, the instructor will inform students at the earliest date possible in class or via email.