University at Buffalo
School of Public Health
and Health Professions

ES 451 – Internship II (Lab)
Department of Exercise and Nutrition Science
Fall 2023

Class location: Remote
Format: LAB
 # Credits: 12-Credits
Prerequisite(s): All course work for the BS Degree in Exercise Science, including electives. CPR and First Aid Certifications, HIPPA, Universal Precautions and Annual Health Update form.

Instructor(s) of Record: Rebecca Begalle, PhD, ATC – ES Clinical Director
Office: 210A Kimball Tower
Phone Number: 716-829-6785
Email: rbegalle@buffalo.edu
Office Hours: By Appointment

As a student in this class, you are responsible for knowing all of the information in this syllabus. Please take the time to carefully and thoroughly read over the entire document and then ask questions that you may have about the schedule, course policies, etc.

1. Course Description
This course is the second in the Internship sequence and is designed to enhance the skill development and acquisition component of the Exercise Science curriculum by providing students with the opportunity to gain hands on experience in a professional setting. There are no formal class meetings. You are required to notify me regarding your site acceptance and expected to keep me informed of your progress through UB Learns course work.

Students must register for twelve (12) credits of ES 451 – Internship II. To fulfill the requirements for ES 451, students are required to work full-time for 12-16 weeks (40 hours/credit hour) for a total of 480 hours. Students enrolled in ES 451 cannot resign or withdraw from the course without permission from the course instructor. All assignments must be completed before a grade will be awarded.

Course Rationale / Relationship to Curriculum Design:
The internship is intended to provide the student with hands on, practical experience. It gives students the opportunity to take the knowledge acquired in the classroom and apply it in a real-world setting.

2. Course Objectives, Competencies, Instructional Method(s), Assessment Methods

Objective	Accreditation/Program Competency	Instructional Method(s)	Assessment Method(s)
Identify risks associated with blood-borne pathogens and other bodily fluids. Describe procedures for dealing with blood-borne pathogens and other infectious materials and agents	Download your competency online ENVIRONMENTAL HEALTH SCIENCES: Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety.	Webcast video training on blood-borne pathogen.	Online competency exam.
Acquire team participation and conflict management skills.	LEADERSHIP: Demonstrate team building, negotiation, and conflict management skills.	Participation in internship experience.	Evaluation by site supervision and clinical director.
Demonstrate professional ethics and personal integrity.	PROFESSIONALISM: Promote high standards of personal and organizational integrity, compassion, honesty and respect for all people.	Participation in internship experience. Abiding by the requirements outlined in the syllabus and Clinical Policies & Procedures manual.	Evaluation by site supervision and clinical director.
Additional competencies for the Bachelor of Science in Exercise Science:			
Apply and expand knowledge and skills acquired in the academic program to professional practice.	Apply classroom knowledge and skills to workplace settings.	Participation in supervised internship.	Internship assignments. Supervisor evaluation of student.
Demonstrate knowledge and skill in using self-evaluation instruments and in problem solving.	Demonstrate effective oral and written communication problem solving and personal interaction skills	Participation in supervised internship.	Internship assignments of weekly logs, project for internship site.
Identify and discriminate among various career/internship opportunities		Student review of internship site database and required interview of internship site(s) of interest.	Application and attainment of affiliated internship site in advance of semester of internship.

within the field of Exercise Science.			

3. Textbooks, Equipment, Required Technologies

Resource	Required	Notes	
Access to UB Learns for course assignments, Access to Typhon AHST Clinical Tracking Software, active email address, Internship Policies and Procedures manual, and Clinical Sites Database (Hyperlinks Below)	**YES**	**Please see Hyperlinks below**	

Resource Hyperlinks:
UB Learns - Brightspace
Typhon Group – Account #9492
Internship Policies and Procedures

UB Learns
- UB Learns is now powered by Brightspace (formerly BlackBoard). Be sure to login in to the new Brightspace to access course materials.
- Used for these Assignments – Site Info Form, Learning Goals, Weekly Reflection Logs, Internship Project.

Typhon Group AHST Clinical Tracking Software
- Each student is manually added to Typhon by the Clinical Director.
- Then a "SLAP" email (Student Login and Password) will be sent to your UB email account.
- SLAP email contains information you will need to access Typhon.
    - Account Number - 9492
    - Username – Your UB email
    - Temporary (7-days) password, please login and change your password right away.
- Typhon Overview for Students document contains step-by-step instructions on how to utilize Typhon for course needs (sent via email, available on UB Learns)
- Training videos are also available on Typhon.
- Used for these Assignments – Time Logs, Time Log Approval (supervisors), Midterm and Final Evaluations

Technology Recommendations

To effectively participate in this course, regardless of mode of instruction, the university recommends you have access to a Windows or Mac computer with webcam and broadband. Your best opportunity for success in the blended UB course delivery environment (in-person, hybrid and remote) will require the minimum capabilities listed on the UB Student Computer Standards website.

- UB Learns Contact Form : After this form is submitted, a member of the UB Learns support team will follow up with you within one business day. For support resources access the UB Learns for Students resource page.
- UBIT Ticketing System : Use this ticketing system to request support with your UBIT Name, connecting to UB's networks, installing software, and computer troubleshooting.
- UBIT Alerts Page : UBIT Alerts informs the University at Buffalo community about information technology service outages and scheduled maintenance.
- CIT Help Desk Contact: call: 716-645-3542, or email: cit-helpdesk@buffalo.edu
- Access the UBIT resource page for service guides, support contact information, UBIT Alerts, and IT Policies.

4. Course Learning Activities

PRE-COURSE REQUIREMENTS:
Student Acceptance Agreement
The Student Acceptance Agreement ensures that clinical site supervisors and students receive clear communication regarding their roles and responsibilities. This is the formal contract between you and your Internship site supervisor.
- Clinical Site offers student an Internship.
- Student responds to the site supervisor with a professional email to accept / decline the position within 48 hours.
- Accept Internship - Send the Student Acceptance Agreement to your Supervisor to read, sign, and send back to you within 48 hours.
- Student signs the Student Acceptance Agreement
- Student submits to the Clinical Director

International Students - Official Letter of Acceptance:
International students are required to obtain work authorization, called Curricular Practical Training (CPT), if you wish to complete your Internship at an off-campus location. As part of this process, you will need to ask your Internship Supervisor to submit an Official Offer Letter on their company letterhead to accompany the Student Acceptance Agreement. The acceptance letter must include the following information:
- Start and end dates of Internship
- Location of the Internship
- Name of Internship Supervisor
- A statement about the number of total hours to be completed (480)
- Brief description of the tasks you will be completing

Please have the letter sent **prior to the beginning of the semester** you are registered for your internship to:

Rebecca Begalle, PhD, ATC, PES
Director of Clinical Education
Department of Exercise and Nutrition Science

University at Buffalo, SUNY
210A Kimball Tower
Buffalo, NY 14214-8028
Email: rbegalle@buffalo.edu

ASSIGNMENTS:
Due After Week #1
Site Information Form and Work Schedule – (10 Points) (UB Learns) Complete this assignment on UB Learns indicating your site information, location, supervisor, and planned work schedule. This is due by the first Sunday (11:59pm) after Week 1 of your internship.

Professional Goal Sheet – (25 Points) (UB Learns) Complete this assignment on UB Learns. Set 5 actionable goals that you hope to accomplish by the completion of your internship and briefly describe. You should consider your strengths, weaknesses, interests, and needs when setting your goals. Discuss these goals with your site supervisor during the first week and make appropriate additions and revisions. They must be measurable goals! Think about how you will know if you achieved them. At the time of your midterm and final evaluations, review if the goals were achieved or discuss reasons for not achieving them. This is due by the first Sunday (11:59pm) after Week 1 of your internship.

Due Weekly
Weekly Reflection Logs (10 Points each) (UB Learns) –This is a personal reflection of your weekly learning experiences. Reflect on learning-related incidents, new experiences, and growth obstacles. Every entry MUST include dates, times (in and out), total # of hours, and a brief description of your week's activities. Include people you worked with at the facility, general duties, responsibilities, and events. The Dates/Times and where you worked MUST be included to receive full credit. Logs must be submitted on time each week for full credit.
    Example:
    Monday, January 30th, 8:00-5:00pm – Today at clinical, …
    Tuesday, January 31st, 8:00-5:00pm – Today at clinical, …

Time Log Approval (10 Points each) (Typhon) – Students must ensure Clinical Supervisors approve all Time Logs in Typhon every 2-weeks minimally (end of Week 2, 4, 6, 8, etc...). The clinical director will check time logs every other week for approval.
- Grading:
    - 10 Points = All time logs approved
    - 5 Points = Partial time logs approved
    - 0 Points = No time logs approved
- Students must enter Time Logs Daily in the Typhon Group AHST clinical tracking software. You will enter the date, time in, and time out. The software program will calculate hours for you. Hours must be entered within 7-days of completion, the program will not let you enter them thereafter.
- Hours in your Time Logs MUST match the hours submitted in your weekly logs on UB Learns and should accurately reflect the hours that you worked.

*Note: Number of weekly submissions will vary dependent on when a student starts/ends.

Due Mid-Experience

Midterm Evaluations (Typhon)
- Supervisor Evaluation of Student (Midterm) (100 Points)

- Student Evaluation of Supervisor (Midterm) (100 Points)

Due End-Experience

Final Evaluations (Typhon)
- Supervisor Evaluation of Student (Final) (100 Points)

- Student Evaluation of Supervisor (Final) (100 Points)

- Student Self-Reflection (100 Points)

- Student Evaluation of Clinical Site (100 Points)

Internship Project – (100 Points) (UB Learns) The intent of the project is for you to take the lead on a valuable learning experience and to repay the agency for giving students the opportunity to participate in internships at their facility. The site supervisor should approve the project. You should use your expertise and that of the site supervisor to determine the type of project that would be beneficial and appropriate. Projects can take on a wide range of "looks". Choose a project that requires time, effort and thought on your part, and one that provides your site with something beneficial.

5. Course and Instructor Evaluations
Evaluation of this course and the Clinical Director are included in the Student Evaluation of Clinical Site (on Typhon). You will complete this evaluation at the conclusion of your Internship.

You will be emailed at the end of the term asking you to evaluate this course. It is your responsibility as a student to complete course evaluations in a timely and professional manner for continuous quality improvement of our courses.

6. Grading

Course Learning Activities	Due date	Percentage
Assignments	Weekly / Ongoing	40%
Mid-Experience Evaluations (2)	Midpoint of Internship	30%
End-Experience Evaluations (4)	End of Internship	30%

Total: 100%

Final Grade Determination
Grades will be determined based on the following. Grades are calculated to one decimal place.

Grade Range	Letter		Grade Range	Letter
92-100	A		72-77.9	C

90-91.9	A-		70-71.9	C-
88-89.9	B+		68-69.9	D+
82-87.9	B		60-67.9	D
80-81.9	B-		0-59.9	F
78-79.9	C+			

You MUST complete all assignments on UB Learns / Typhon Group to receive credit for this course. Late or incomplete assignments will affect your grade. Detailed grading information will be posted on UB Learns.

Grade Disputes
If you wish to dispute the grade assigned on an any assessment, your dispute must be presented to the instructor IN WRITING within one week after the date when the grade is returned. You must include a specific rationale for why your answer is correct. Grade disputes at the end of the semester for past materials will not be accepted beyond the one-week period as indicated above.

7. Other Course Requirements

Required Knowledge and Skills
As a student enrolled in this course, you should have access to a computer with high speed, broadband or DSL internet. Due to the nature of downloading and viewing rich media, dial-up connections are not recommended. You must have basic computer skills, such as word processing and some experience using the Internet. Check your internet capabilities before your class begins. More information can be found at UBIT's Student Technology Guide.

Internship Policies & Procedures Manual – **Please review PRIOR to starting Internship**
Note: Since the internship is a full-time commitment, students are encouraged to not take other classes during the internship. If you have an extenuating circumstance where you feel it is necessary to take another course (on top of your 12-credit internship), you MUST have prior approval from the Director of Clinical Education and permission (in writing) from your internship supervisor.

Extremely important: Everyone can encounter personal problems in their lives. Such an occurrence however does not release you from your responsibility to fulfill your commitment to this course and your sponsoring agency. If you experience a problem which will make you absent from your internship or unable to complete this course, **YOU MUST** contact your supervisor AND the ES Clinical Director so that we can jointly decide how to deal with the situation. This must be done immediately, not two weeks or two months after the fact. Failure to do so will result in a failing grade in this course.

Attendance

While your attendance and participation are essential components of this clinical course, it is critical that you follow public health guidelines. As such, any student exhibiting COVID-19 symptoms should not report to their clinical site or come to campus. If you need to miss your clinical due to illness, isolation or quarantine, you must notify the clinical supervisor and clinical director prior to the start of your scheduled clinical time by email as soon as possible and no later than 24-hours after missing. At that time, you are also expected to make arrangements to complete missed hours.

8. Communication

Your UB email is the account I will use to send course-related materials.

Email and Announcements (One to One and One to All): You can use the course in UB Learns to email instructors or students under the Email tab.

Student to Instructor:
Please send emails via UB learns and place the course number and name in the subject heading so it is easily identifiable as an email from a student about this course. Please sign your email with your UB person number. Emails should be written in full sentences and complete words as I may not be able to decipher shortcuts. I will make every effort to reply to emails within 24 business hours. If you do not hear back from me within 48 business hours, feel free to reach out again to make sure I received your email as email.

9. Policy Regarding Absences, Attendance, Assignments, and Exams

Class Participation

The assignments associated with this course are structured for you to achieve success in your Internship. Participation and engagement are expected. In the case of exceptional circumstances that result in you missing clinical hours, contact the Clinical Director and Site Supervisor via email prior to the missed time. Missing work under these circumstances does not excuse you from any required assignments, all hours must be made up.

Late Assignments

All assignments are due at the designated time and due date on UB Learns.

If there are circumstances that will preclude you from turning in assignments on the due date, it is imperative that you discuss the situation with the course instructor prior to the due date. Points will be deducted for late submissions.

Exams and Final Exam

No Exams for this course

10. University Policy on Incompletes in Courses

University Policy on Incomplete Grades

A grade of incomplete ("I") indicate that additional course work is required to fulfill the requirements of a given course. Students may only be given an "I" grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An "I" grade may not be assigned to a student who did not attend the course. Prior to the end of the semester, students must initiate the request for an "I" grade and receive the instructor's approval. Assignment of an "I" grade is at the discretion of the instructor.

The instructor must specify a default letter at the time the "I" grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change

form is not filed by the instructor. "I" grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an "I" grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses in which they have received an "I" grade.
Applicable dates regarding the 12-month provision:

- Courses taken in **Fall** will default in 12 months on **December 31**
- Courses taken in **Spring** will default in 12 months on **May 31**
- Courses taken in **Summer** will default in 12 months on **August 31**

The "I" must be changed to a grade before the degree conferral date if the students plan to graduate in that semester. At any time prior to the default date, students may elect to change the "I" grade to the default grade using the Grade Retrieval Form.

A default grade can be "A-," "B+," "B," "B-," "C+," "C," "C-," "D," or "F." (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

11. Accessibility Resources
If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources on North Campus in 60 Capen Hall, 716-645-2608, or on South Campus at 1 Diefendorf Hall, (716) 645-2608, and also the instructor of this course during the first week of class. The office will provide you with information and review appropriate arrangements for reasonable accommodations, which can be found on the Accessibility Resources site.

12. Netiquette
This course may utilize UB Learns to facilitate online communication between course participants. Please keep in mind the following "Rules of Netiquette" when communicating online.

1. **The rules of the classroom are the same regardless of location.** Remember just because you're interacting online, doesn't mean you stop having respect for your professors, and fellow classmates. You're communicating with a real person, not a computer screen.

2. **Remember your audience.** When communicating online it's important to remember who you're communicating with. When sending a message to a professor, please refrain from using "text speak". For example, Shakespeare never intended for you to type "2B or not 2B". Also, stay away from typing in all capital letters; it will appear as if you're shouting.

3. **Avoid strong language.** Language can easily be misinterpreted in an online setting. Be sure to review your work before submitting, making sure the reader won't be able to misinterpret it as strong, or offensive. Sarcasm doesn't translate well online. Your audience can't see your facial expressions, or body language. Try to be as straight forward and professional as possible.

4. **Read everything, twice.** Be sure to thoroughly read all course materials before beginning to work on your assignments. If you have a question, or need clarification, re-read the materials.

You may have glanced over an important detail the first time. If you're still having difficulties, then e-mail your professor.

5. **Review all materials before submitting.** When responding to discussion board posts, be sure to read all previous postings before you post your own. This way you won't duplicate someone else's comments. Also, it's a good idea to write, and save your work in Microsoft Word first. In case of a technical issue, you have a backup copy.

13. University Policy on Academic Integrity

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

Students who are suspected of academic dishonesty will be dealt with severely in accordance with the University Policy. For more information, students are encouraged to review the Academic Integrity Policy for Undergraduate students or the Graduate School's Academic Integrity Policy.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the Academic Integrity Policy procedures. These procedures assume that many questions of academic dishonesty will be resolved through consultation between the student and the instructor (a process known as consultative resolution).

For more information

It is recommended that the instructor and student each consult with the Academic Integrity Office and/or the Office of Student Advocacy for guidance and assistance.

> Office of Academic Integrity
> 255 Capen Hall
> 716-645-2111
> academicintegrity@buffalo.edu

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:
* **Aiding in academic dishonesty.** Knowingly taking action that allows another student to engage in an act of academic dishonesty including, but not limited to completing an examination or assignment for another student or stealing an examination or completed assignment for another student.
* **Cheating.** Includes, but is not limited to: (1) use of any assistance not authorized by the course instructor(s) in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) stealing tests or other academic material belonging to the course instructor(s).
* **Falsifying academic materials.** Fabricating laboratory materials, notes, reports or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.

- **Misrepresenting documents.** Forgery, alteration, or misuse of any university or official document, record, or instrument of identification.
- **Plagiarizing.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- **Purchasing academic assignments.** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
- **Selling academic assignments.** Selling or offering for sale any academic assignment to any person enrolled at the University at Buffalo. No person shall offer any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
- **Submitting previously submitted work.** Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.

Course Copyright

The materials provided by the instructor in this course are for the use of the students enrolled in the course only. All materials presented in this course, including but not limited to lecture materials (slides, video), assignment materials, and exams, are the intellectual property of the instructor. Copyrighted course materials may not be further disseminated without instructor permission. This includes sharing content to commercial course material suppliers such as Course Hero or Chegg. Students are also prohibited from sharing materials derived from the instructor's content (e.g., a student's lecture notes). Any distribution of these materials without explicit permission of the instructor would be considered a violation of the Academic Integrity policy described herein. Thus, sharing course material without instructor authorization is prohibited.

Consequences for Academic Dishonesty

Academic dishonesty may result in a range of penalties, including a warning, a zero on the assignment, a reduction in course letter grade (e.g., an A- becomes a B-), failure of the course, suspension or dismissal from the college, and/or any combination of these or other serious consequences.

14. Additional Resources and Support

Student Success Gateway

This is your one stop for UBs vast network of support resources that are available to all students. Access the Student Success Gateway webpage if you're looking for academic support or personal support.

Student Handbook

All students are required to read the student handbook for their respective departments. An online version is available on the 'Information for Current Students' page of your department website.

University Services

Students enrolled in online education courses will have access to services traditionally provided in person, e.g. libraries, labs, academic advising, career services, accessibility services, and other student services as appropriate.

All existing applicable UB policies, e.g., grading, course evaluation, and admission criteria apply to all activities bearing UB academic credit, including online education. Read further about UB policies on the Undergraduate Policies & Procedures webpage or the Graduate School's Policy Library.

Software
UB provides free licensing of major software packages for UB students including Microsoft Office and Symantec Antivirus. Visit the UBIT Software resource webpage for information.

My Virtual Computing Lab
Learn how to access the most popular UB-licensed software in the Cybraries and Public Labs directly from your personal computer. These programs are served "from the cloud" and are available on or off campus at any time. With My Virtual Computing Lab, you can access: Adobe Acrobat Pro, Adobe Dreamweaver, Adobe Photoshop, Microsoft Office, Minitab, SPSS, and more. Find more information, visit My Virtual Computing Lab.

Library
As a registered UB student you have full access to UB Libraries (http://library.buffalo.edu) and online resources available through the libraries. There are many full text article databases. There are resources available under "Get Help" → "Student Support" to assist you in using the library.

Michelle Zafron, MLS, Associate Librarian, is the SPHHP Librarian. She has offices at 109 Abbott Hall and is available by phone: 716-829-5746 and email: mlzafron@buffalo.edu and is available to help.

Health and Well-being
As a student you may experience a range of issues that can cause barriers to learning or reduce your ability to participate in daily activities. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, health concerns, or unwanted sexual experiences. Counseling, Health Services, and Health Promotion are here to help with these or other issues you may experience. You learn can more about these programs and services by contacting:

Counseling Services
120 Richmond Quad (North Campus), phone 716-645-2720
202 Michael Hall (South Campus), phone: 716-829-5800

Health Services
Michael Hall (South Campus), phone: 716-829-3316

Health Promotion
114 Student Union (North Campus), phone: 716-645-2837

Sexual Violence
UB is committed to providing a safe learning environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and stalking. If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), UB has resources to help. This includes academic accommodations, health and counseling services, housing accommodations, helping with legal protective orders, and assistance with

reporting the incident to police or other UB officials if you so choose. Please contact UB's Title IX Coordinator at 716-645-2266 for more information. For confidential assistance, you may also contact a Crisis Services Campus Advocate at 716-796-4399.

In cases of emergency or if you feel you are in danger please contact the University Police at 716-645-2222.

Racial/Ethnic, Gender, Sexual orientation and other forms of discrimination
The Office of Equity, Diversity and Inclusion (EDI) will speak with students confidentially to discuss concerns about classroom or workplace situations if you have experienced discrimination or harassment at 716-645-2266 or the EDI Obtaining Assistance resource page .

Food & Basic Needs Security
Any student who faces challenges affording groceries or accessing sufficient food to eat every day may seek food support services through Blue Table at UB for free groceries to help off-set unanticipated hardship. Access the Food Support resource page for more information.

Students facing an unforeseen hardship (e.g., death in the family, victim of a crime or attack, loss of property, unanticipated educational expense), and believes this may affect their performance in the course is urged to contact their Student Advocate. Access the Students' Advocate site to learn more.

Student **emergency funds** seek to award grants to eligible students who are experiencing an unforeseen hardship that could impact their ability to remain enrolled in school. These funds may be used for items such as off-campus rent, utilities, transportation and childcare. Visit the Emergency Funds site to learn more.

Course Access After the Semester
At the conclusion of the semester your UB Learns courses are automatically removed from your 'My Courses' listing the day after grades are due to the University, unless your instructor requests extended access. If you need extended access to your course, contact your instructor. Course sites reaching the 12-month maximum threshold will be automatically removed from the system. UB Learns courses are listed with a code (i.e. 214123206). To Decode which are your "Current" courses: Digits 2 and 3 = Year (14=2014), Digit 4 = Month (1 = January – Spring 2018 course), Digits 5-9 = Registration Number.

15. Technology Privacy & Accessibility Policies
Blackboard Learn (UB Learns)
>Privacy: Blackboard Privacy Statement
>Accessibility: Accessibility in Blackboard Learn

G Suite for Education
>Privacy: Google Workspace for Education Privacy Notice
>Accessibility: Accessibility for every student

Office 365
>Privacy: Microsoft's commitment to privacy
>Accessibility: Microsoft's commitment to accessibility
>Accessibility Resources: Office Accessibility Resources

Panopto

Privacy: Panopto Privacy Policy

Accessibility: Learn about Panopto's Accessibility Features

Respondus Lockdown Browser & Monitor

Privacy: Respondus Privacy Policy

Accessibility: LockDown Browser and Respondus Monitor Accessibility

UBMail (Powered by Google)

Privacy: Privacy & Security Center

Accessibility: Accessibility for every student

Cisco Webex

Privacy: Cisco Online Privacy Statement

Accessibility at Cisco: Accessibility at Cisco

Zoom

Privacy: Zoom Privacy Statement

Acceptable Use: Zoom's Community Standards

Accessibility: Zoom's Accessibility Statement

16. Class Schedule

This schedule is subject to revision due to unforeseen events. Any course schedule changes or additional readings will be posted on UB Learns and will be announced in class as time permits.

NOTE: Internships range from 12-16 weeks, your final week will vary based on this. The same assignments would apply for the duration based on even and odd weeks.

Week	Topic / Assignment	Description of Assignment
Week 1	Site Info Form and Work Schedule (UBL) Professional Goal Sheet (UBL) Week 1 – Weekly Reflection Log (UBL) Week 1 - Time Log (Typhon)	Discuss goals with Site Supervisor. Submit all assignments on UB Learns by ***Sunday night at 11:59pm***. Submit Time Log on Typhon.
Weeks 2	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Time Log Approval** (Typhon)	Submit Weekly Reflection Log on UB Learns by Sunday night at 11:59pm Hours must be verified, supervisor must approve on Typhon
Week 3	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Internship Project idea confirmed	Start working on Internship Project
Week 4	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Time Log Approval** (Typhon)	
Week 5	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon)	
Week 6	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Time Log Approval** (Typhon)	
Week 7	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) ***Mid-Experience Evaluations*** (Typhon) • Supervisor Evaluation of Student • Student Evaluation of Supervisor	Typhon under "My Evaluations" Supervisors will be notified by Clinical Director
Week 8	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Time Log Approval** (Typhon)	
Week 9	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon)	
Week 10	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Time Log Approval** (Typhon)	
Week 11	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon)	
Week 12	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Time Log Approval** (Typhon)	
Week 13	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon)	

Week	Topic / Assignment	Description of Assignment
Week 14	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon) Time Log Approval** (Typhon)	
Week 15	Weekly Reflection Log* (UBL) Weekly Time Log* (Typhon)	

Final Week	Weekly Reflection Log* (UBL)
	Weekly Time Log* (Typhon)
	Last Time Log Approval (Typhon)
	    • All remaining hours
	Internship Project (UBL)
	End-Experience Evaluations: (Typhon)
	    • Supervisor Evaluation of Student
	    • Student Evaluation of Supervisor
	    • Student Self-Reflection
	    • Student Evaluation of Clinical Site
		MUST have all assignments and evaluations complete on UB Learns and Typhon.

*Due Every Week - Reflection Log (UB Learns) and Time Log (Typhon) by Sunday (11:59pm)

** Due Every Other Week (Even Weeks) – Supervisor Time Log Approval (Weeks 2, 4, 6, 8, 10, 12, 14, 16)

If you have any questions about assignments, deadlines, grading, etc., please contact the ES Clinical Director, Dr. Begalle (rbegalle@buffalo.edu)