

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

**PRACTICUM
SLNG 2267.H1**

Brooke Schumacher

NOTE: This is a 16-week Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

PRACTICUM/INTERNSHIP
SLNG 2267 H1

Course Description:

SLNG 2267 -Practicum/Internship:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisites and/or Corequisites:

Prerequisite SLNG 2401 and SGNL 2302.

Course Notes and Instructor Recommendations:

This course is taught in both Fall and Spring semesters only. Course requires extensive outside of class work. Student is responsible for obtaining internship sites. Instructors may make recommendations and make initial outreach to a site, but the responsibility for securing an internship/practicum site lies with the student.

Course is divided into 2 semesters. Student is expected to complete 500 hours within the 2 semesters, with at least 350 hours to be hands up, interpreting time. Preparation for assignments, observations, etc. is to be contained to the remaining 150 hours.

Instructor Information:

SPRING/2267:

Instructor Name:	Brooke Schumacher
MCC E-mail:	bschumacher@mclennan.edu
Office Phone Number:	254-299-8726
Office Location:	CSC E 200
Office/Conference Hours:	Posted on office door

Required Text & Materials:

There is no required text for this course. Student will need to be able to access a recording device that is able to upload videos to GoReact. Students will need to go to GoReact and register for the course. Students will also need to purchase a 3 ring binder for the creation of the Resource Binder (see grading)

[MCC Bookstore Website](#)

PRACTICUM/INTERNSHIP
SLNG 2267 H1

Methods of Teaching and Learning:

Course is a hands on, hands up learning experience outside the classroom.

Course Objectives and/or Competencies:

Student will apply the theory, concepts and skills obtained from classroom work at the internship/practicum site.

Course Outline or Schedule:

To be discussed in class.

Course Grading Information:

Internship/practicum is a pass/fail course. Earning a passing grade consists of:

500 hours broken into agreed upon segments per semester	50%
4 videotaped reflections (5% each)	20%
Interpreter Resource Binder	30%

VIDEO TAPED REFLECTIONS

At the designated time, agreed upon in class, the student will upload, in ASL, 4 videotaped reflections. These videos will be uploaded to GoReact.

1. As we start the interpreting class, what strengths do you possess that will aid you while interpreting? What weakness do you feel will be a barrier? Using the SMART method (Specific, Measureable, Attainable, Realistic, Time bound), make a list of 1, not more than 2, goals you wish to start working on. In your video, you will explain why these goals. The instructor and/or onsite supervisor will assist you in making the 3rd or 4th goal based on instructor and/or onsite supervisor observations. You will record your goals, and your progress on paper. This document will be kept in your Interpreter Resource binder.

DUE BY THE END OF WEEK 2 OF CLASSES

2. What are the issues the student is encountering in the interpreting process. What is the student's "committee in my head" is saying that impacts interpreting and ways the student seeks to "fire" the committee. What assistance does the student need from the instructor, fellow classmates, internship site, etc. to help with the firing of said committee.

PRACTICUM/INTERNSHIP
SLNG 2267 H1

DUE BY THE END OF WEEK 4 OF CLASSES

3. To be shared with fellow classmates – teaming techniques the student finds effective and what the student needs his/her team to know to be an effective team

DUE BY THE END OF WEEK 6 OF CLASSES

4. Towards the end of the practicum/internship site, student will upload a video discussing the experience and the internship. Student will discuss any insights and issues, progress made over the year, what was beneficial and what was detrimental to the learning and/or interpreting process to help us improve, and assistance and hindrances from the personnel at the internship/practicum site in order to make the experience beneficial for future interns at that site.

DUE BY THE END OF WEEK 13 OF CLASSES

Interpreting Resource Binder—30%

DUE BY THE END OF WEEK 13 OF CLASSES BUT WILL BE HANDED BACK BEFORE THE LAST CLASS DAY

The interpreting resource binder's purpose is to serve as a resource for your interpreting insights, internship/practicum documentation and career in interpreting. You will start the binder in 2266 and complete it in 2267. Below are items required for grading purposes; however you are welcomed to add any other information that you feel would benefit you during the launching and sustaining of your interpreting career. You are welcome to share articles, vocabulary, or any other document with the class. I will make copies for you.

Your binder will consist of the following 6 sections: (5 points each)

Goals

Using the SMART method (Specific, Measureable, Attainable, Realistic, Time bound) develop at least 2, no more than 4 goals to work on, starting from day 1. As we move through the course, and you reach your goal, you will note it, along with any notes for the final video tape, and set a new one. If you are not making progress towards a goal, please discuss this with your onsite supervisor and instructor to make sure it fits within the SMART guidelines.

Interpreting Hours Billing & Reflections

On the 1st and 16th of each month, student will submit an invoice, logging the hours at the internship/practicum site. Invoices for the 1st of each month are to cover the dates of the 16 to the end of the month; invoices submitted on the 16th of the month are to cover the 1st through the 15th. Invoices are to be submitted by 5 pm and are to contain all the information the CPC allows.

PRACTICUM/INTERNSHIP SLNG 2267 H1

Unless discussed with the instructor prior to the deadline, no invoices will be accepted after the deadline. This is to prepare you for the real-world expectation of invoicing for services rendered. Students are to maintain copies of the invoice.

After each hands up experience, student will compose notes of the experience and seek feedback from mentor interpreter. Along with each invoice, student will compose a one-page reflection/self-analysis discussing both positive and negative aspects of the interpreting experience along with what you learned and how you might handle things differently if you were to interpret similar information again. Include the setting, any particular environmental, paralinguistic, interpersonal or intrapersonal demands that impacted the interpretation, an analysis of the relationship of the stakeholders in that setting and how that setting, and any other factors, influenced the interpreting process and your decision making process.

English Vocabulary

Within this section, you will collect all English vocabulary that you encountered at the practicum/internship site that either you were unable to interpret conceptually accurately or that you heard expressed that you were unable to quickly think of a way to present in ASL in a conceptually accurate way. Notes of the research on how to conceptually accurately convey the English terms are to be included in this section as well.

ASL Vocabulary

Within this section you will collect all ASL vocabulary you observed for concepts and words that were new for you. Feel free to add ASL vocabulary sheets you have obtained from other ASL sources i.e. Deaf Events, workshops, conversations with Deaf individuals, videos. Notes can be diagrams, descriptions, or any other form to help the student readily recall how the information was signed as well as the concept or meaning behind the particular signs. You will check the meaning of these signs with your onsite supervisor as well as your instructor.

Employment Resources

Within this section you will have a resume, created by you in week 10 of 2267, that is tailored to an agency where you wish to be employed. We will work on your resume throughout the semester. Along with your resume, this section should include resources related to employment opportunities, interview procedures and information that will aid in employment.

Observations of fellow interpreters

Record, in this section, your observations of your mentor interpreter and fellow interpreters. Record at least one ethical challenge, linguistic challenge, demands and controls challenge and any other challenge that these interpreters faced and how these challenges were handled. Did these interpreters adhere to the CPC in resolving, or failing to resolve, these

PRACTICUM/INTERNSHIP
SLNG 2267 H1

challenges? What would you have done in similar situation? Investigate the decision making process with these interpreters to gain insight.

Late Work, Attendance, and Make Up Work Policies:

Due to the nature of the class, late work is not accepted and make-up work is not allowed. Attendance is required to earn a passing grade.

Student Behavioral Expectations or Conduct Policy:

Student is expected to treat the internship/practicum as a job and thereby dress according to the internship/practicum sites dress code, be on time and to notify point of contact in the event the student will be absent or late in a timely manner i.e. as soon as the student can. Student is expected to adhere to professional conduct by being a team player i.e. observing team interpreter and not be on a computer or phone or reading a book, etc., deferring to the senior/experienced interpreter i.e. asking if the senior interpreter wishes to start, observing regarding terminology and spatial placements to make the switch as smooth as possible for the Deaf consumer. Student is not to question re-assignments or requests made by the Internship Instructor, the Internship site point of contact or interpreter supervisor, but show a willingness to do what is necessary to ensure the Deaf consumer receives quality services.

* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

PRACTICUM/INTERNSHIP
SLNG 2267 H1

STUDENT LEARNING OUTCOMES for INTERPRETER TRAINING:

Student Learning Outcomes for the program and the courses in which they are primarily measured are indicated in this matrix:

	Student Learning Outcomes X = Assessed	SLNG 1317 Deaf Comm	SLNG 1321 Intro Interp	SLNG 1347 Deaf Culture	SLNG 2401 Interp I	SLNG 2402 Interp II	SLNG 2266/2267 Intern-ship	Assessment Type
1	Explains/describes interpreters' role and responsibilities and the interpreting process		X					Exam
2	Demonstrates under-standing of interpreter's role and functions appropriately in that role						X	Supv Eval
3	Identifies significant names, facts, acronyms related to Deaf Community, organizations, history	X						Exam
4	Identifies and explains environmental and logistical factors affecting the interpreting process, along with possible solutions		X					Exam
5	Recognizes and gives examples of cultural differences; identifies potential relevance to interpreting situations			X				Exam
6	Identifies health risks; explains and/or de-monstrates methods for preventing RSI's and burnout		X					Exam
7	Explains/describes technology related to Deafness	X						Exam
8	Demonstrates an appropriate level of ASL Skills (Competence in vocabulary, grammar, sociolinguistics, pragmatics, and strategy)						X	Capstone Project
9	Demonstrates an appropriate Level of skills in Interpreting/Transliterating					X		Mock Eval (Perform Eval)
10	Implements a professional development plan; demonstrates commitment to ongoing personal and professional development						X	Capstone Project
11	Uses appropriate technology							

PRACTICUM/INTERNSHIP
SLNG 2267 H1

	(camera, recorders, videophones, etc.)				X			
12	Evaluates own skills and suitability for assignments; demonstrates appropriate levels of self-confidence and poise					x	x	Mock Eval (Perform Eval)
13	Establishes appropriate professional relationships with supervisors, mentors, peers, and consumers						x	Supv Eval
	Knows and follows recognized codes of ethics/conduct		X					Exam

PRACTICUM/INTERNSHIP
SLNG 2267 H1

Appendix B

Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

**INTERPRETER TRAINING PROGRAM:
COMMON WORKPLACE COMPETENCIES**

Manage Resources:	Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills:	Work on teams/ Teach others / Serve customers / Lead work teams/ Negotiate with others
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / Work within Organizational systems / Monitor & correct system performance / Design & Improve systems
Use Technology:	Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills:	Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities:	Self-esteem / Self-management / Integrity

Course Number: <u>SLNG 2267</u> Course Name: <u>practicum</u>	Relevant Competencies (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources: a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. b. c. 7 d. 7 e.
2. Exhibiting Interpersonal Skills: a. Work on teams b. Teach others	a. b.

PRACTICUM/INTERNSHIP
SLNG 2267 H1

c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures	c. 4,5 d. e. 5 f. all
3. Working with Information: a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. b. c d.
4. Applying systems knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. b. c. d. 6 e. 6
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 7 b. 7 c. 7
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. b. c. d. 1,2,3 e. 1,2,3
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. b. 1,2,3,5 c. 1,2,3 d. 1,2,3 e.
8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. b. c. d. e.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.