Internship Course Syllabus

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Undergraduate Courses*:* Fin 431, Mkt 431, Acct 431, Mgt 431, and Busa 431
Graduate Courses*:* Fin 580, Mkt 580, Acct 580, Mgt 580, and Busa 580

Introduction: An internship should be an extremely valuable experience. As such, you should take full advantage of your opportunity to learn and do as much as you can that will reinforce what you have learned and expand your professional horizons. The work of the student intern will be similar to the work expected of a newly hired graduate with the student identifying and understanding the practices and protocols of the organization. Students will also be expected to identify and understand what skills are transferable while simultaneously assessing their own personal skill set. An internship also offers students the opportunity to refine and reassess individual career goals. Remember, you want to leave your employer with a positive impression of yourself and your business program. As an intern, you are an ambassador of the College of Business!

Course Administration: The primary source of course information and interaction is the course website hosted within MyLeoOnline (https://myleoonline.tamuc.edu/d2l/login). The course is organized in 5 modules, each including 1-2 short "lectures" (notes + video you should watch) and a required journal assignment. In addition there is a required Reflection Paper and your supervisor must perform two performance evaluations of your work. This course is work at your own pace. If there are firm deadlines, you will see due dates. I will occasionally monitor your progress but you are ultimately responsible for keeping up with your timely progress.

Course Interactions/Communication & Office Hours: If you have general course-related questions, please post them in the Discussion Forum that has been created for this purpose; if you have questions that are of a personal nature related to your performance or your internship, please reach out via email or phone. I will respond to all inquiries (posted or direct) within two business day. As with all of your courses, use your official MyLeo email account to communicate with your professors. Any changes to course policy, schedule, or functioning will be posted in the course website in advance to the degree reasonably possible. Please email me in advance if you need special arrangements related to course requirements; it is much easier to accommodate concerns planned for in advance! As the Career Services Coordinator of the College of Business, I do not have set office hours. Although I am on campus most days, I can be hard to catch due to meetings, site visits, and internship development. If you wish to meet in person, please call my office or email to schedule an appointment. Otherwise, I am happy to communicate via email, phone, skype, etc. to meet your needs.

Course Description & Objectives: These courses allow for selected students to earn elective credits in their discipline through supervised work experience with area business firms under the supervision of a faculty member. They aim to encourage students to engage in a significant professional learning experience involving the practical application of the academic curriculum beyond the classroom and to contribute to the development of the students' core business competencies in a professional environment.

Prerequisites: To be eligible for an internship for credit, a student must:

1. Be admitted into the Texas A&M – Commerce College of Business
2. Have an overall GPA of 2.5 and have earned a C or better in all business courses completed

3. Complete all required paperwork, including Internship Agreement, including a description internship responsibilities, direct supervisor name & contact info, etc.
4. Receive approvals from Academic Advising, COB Department, and Career Services prior to enrollment

Length of Internship: In order to receive credit for a 3-hour internship during a summer semester, you are required to work a minimum of 4 weeks and 96 clock hours at an approved internship site for May Mini, Summer, or Winter Mini. For Spring and Fall semesters, 140 clock hours are required to be completed. Please work with the site supervisor to develop a schedule that works for both of you and keep the College of Business Career Services informed of schedule and/or any changes in your schedule.

Course Assignments, Due Dates & Grading: In addition to completing your actual internship, the following assignments will comprise your grade:

Journals (5 total) in the Module Schedule Provided in the Course. *Due at the rate of every 2-3 weeks in the semester.* Journal should be a brief, 1-2 page overview (double-spaced) of your weekly accomplishments as well as what you are learning as it related to coursework in your courses. You may also address what areas you hope to improve going forward. Be certain to relate to your overarching learning goals.	**30%**
Mid-Term Performance Evaluation & Log of Hours- *(due approximately mid-March)* A significant aspect of working is receiving performance feedback. Only with feedback can people grow and improve their skills. You must have a midterm performance appraisal completed by your supervisor. The evaluation must be completed by site supervisor, include your name, plus the supervisor's name, title, and contact information. The document must be signed by your supervisor but is your responsibility to scan and turn in to me. **Log of Hours should be maintained on a workday basis and saved in Excel format. Each *day* show actual hours worked and the log should include total hours worked.**	**20%**
Reflection Paper (*due no later than 11:59pm CST Friday, May 3rd)* Paper should reflect your experiential learning, what you learned or didn't learn from your internship, and compare the internship experience to your course work. Be certain to include an overview of the company, the nature of work you performed, and whether your internship went according to plan and how the actual experience is matched your expectations (or not). Business professional writing would never have spelling errors, grammar errors, or sentence construction issues; if your paper is not well done you will lose points! Read written documents carefully before submitting – just as you would at work. Minimum of 5 pages, double spaced for undergraduate level; 7 for graduate level.	**30%**
Final Performance Evaluation & Log of Hours (*due no later than 11:59pm CST Friday, May 3rd)* This final evaluation must be completed by your supervisor. The evaluation must include your name, your supervisor's name, title, and contact information. The document must be signed by your supervisor but is your responsibility to scan and turn in to me. Your log of hours includes a total cumulative of	**20%**
Total	**100%**

The overall grading scale used is: 70% or above = Satisfactory; 69% or less = Unsatisfactory

GENERAL INTERNSHIP COURSE POLICIES

Student Conduct: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online Netiquette forum: http://www.albion.com/netiquette/corerules.html.

Workplace Professionalism: The instructor reserves the right to insist upon a positive learning environment and thus will not tolerate inappropriate conduct on the class website or at any location where students are representatives of the organization/internship. I expect every student to maintain professional interactions with their site supervisor, sites coworkers, and site's clients. The intern will dress appropriately per the organization's requirements (in general - no hats, no sagging, no over exposure of body parts, etc.). Interns will not use personal electronics (cell/smart phones, iPods, MP3 players, tablets, etc.) in a manner inconsistent with internship expectations; per requirements of a workplace environment, typically devices must be turned off and put away while working. In addition, reports of disruptive behavior, excessive absences, excessive tardiness, or being terminated from an internship will automatically result in receiving a grade of F for the internship course. If you should encounter any unusual problem whatsoever related to your internship, you should report it to myself, the instructor, immediately.

Late or Missed Work: Student interns must complete all work assignments as assigned by their supervisor/ mentor in a professional manner and be a positive ambassador for the College of Business. This means all work must be completed by the deadlines assigned by your supervisor. Similarly, late submission of any course materials including journals, log of hours, reflection paper or the performance/evaluation form from your employer will result in a 0 for the assignment given semester scheduling and grading constraints. It is **your responsibility** to contact me ***prior*** to any due assignment if there are issues that may hinder your submissions.

Computing/Technology Requirements: This course will be facilitated using MyLeoOnline - D2L, the learning management system newly adopted by Texas A&M University-Commerce. Access is available here: https://myleoonline.tamuc.edu/d2l/login. During your internship you must have access to reliable internet access in order to turn assignments, as well as a Microsoft Office 2013, 2010, 2007 or Open Office to complete your assignments. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies. **Assignments must be uploaded to MyLeoOnline and only Microsoft Office, PDF, or Excel documents are acceptable. You risk work not being accepted if you submit in another format.**

Academic Integrity: In this course the need for collaboration is undeniable if you are to excel, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you ***must*** do your own work. My personal policy, which will guide this course, is: I trust you to behave honestly and ethically in all circumstances. Please ask me about what is proper and what is not.

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

Campus-Based Learner Support: The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/. The Academic Success Center provides academic resources to help you achieve academic success.
http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice: Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.
Campus Concealed Carry Statement

Campus Concealed Carry Statement: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the Carrying Concealed Handguns on Campus document and/or consult your event organizer.

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 911.