



HIED 622.01E INTERNSHIP COURSE SYLLABUS Spring 2019

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Education North Room 104C

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COURSE INFORMATION

Materials--Textbooks, Readings, Supplementary Readings: Not applicable.

Course Description: This course "Provides supervised experiences in a setting appropriate to the student's projected career aspirations and areas of specialization.

HIED 622 immerses graduate students into an institutional setting, so they may experience the day-to-day operations (e.g., administrative, instructional, political) of a college or university organization. The course allows students to serve as an intern for a full-time administrator, instructional leader, or faculty member, and it requires the establishment of specific goals, objectives, activities, and tasks. Interns receive an end-of-course evaluation from their field supervisors, an effort that serves as a key component of the final course grade.

Student Learning Outcomes:

Upon completing this course, each student will be able to

1. Demonstrate problem solving and decision making in higher education while planning, implementing, and evaluating policies within an institutional setting.
2. Explain the roles and responsibilities of a higher education faculty member or an administrative and/or instructional leader.
3. Synthesize information gleaned from the internship to narrow the gap between higher education theory and practice.
4. Apply internship field experiences to higher education coursework and current/future employment within a college or university

COURSE REQUIREMENTS

EXTREMELY IMPORTANT - by August 31, students in this course MUST complete the following tasks:

1. **Identify a host institution for the internship and select an administrator or faculty member at the host institution to serve as the field supervisor.**
2. **Determine, in conjunction with the field supervisor, the purposes and plan for the internship (incorporating the minimum requirement of 135 hours [for doctoral students] or 120 hours [for master's students] of fieldwork activities related to the internship).**
3. **Submit (electronically via e-mail) the Information Form (located in the Forms/Activity Log Folder) with student's and field supervisor's names and information.**
4. **Begin the development of the written prospectus (described below).**

Written prospectus (due electronically by 5:00 p.m. on (Date will be provided), 75 points maximum available.

About this assignment. This assignment requires students to describe what they intend to accomplish with the internship and how the various planned tasks will supplement their career development. This written prospectus requires an intern and his/her field supervisor jointly to coordinate planned activities and projects related to the HIED discipline and to tailor the fieldwork to maximize student learning.

This prospectus **MUST** include the following:

- a. How the mission of the host organization and the internship relate specifically to the HIED discipline.
- b. Professional and personal learning objectives desired from the HIED 622 experience (i.e., what the student wants and plans to achieve by completing this internship).
- c. **Specific details** regarding **each planned field project/task**. As a minimum, this requirement will be satisfied by formulating practicum experiences with the field supervisor and then coordinating them with the university supervisor. **Please note**, due to concerns for the protection of human subjects, interns **WILL NOT** conduct personal research during HIED 622. However, they *can* support projected or on-going research that is wholly sponsored by the field site. The field supervisor **MUST** indicate (in writing) that his/her institution is solely responsible for all facets of any research effort to include the protection of human subjects.

All projected projects/tasks will be documented in the following manner:

- Title
- Description of project
- Purpose and importance (need)

- Description of intern's role
- Objective(s) for the project (results/outcomes)
- Description of final product (if applicable)
- Estimate of the amount of time needed to complete each project

d. A short statement of concurrence (with signature) from the field supervisor. This statement **MUST** be included with the initial prospectus submission. Any subsequent requests to alter the planned field projects/tasks must be routed (in writing) through the field supervisor to the university supervisor.

Assessment method. Grading for this assignment will focus on (a) how well the student satisfies the criteria (shown in the previous paragraphs) and (b) adherence to effective writing principles (including, but not limited to, the quality of the content, clarity of expression, consistency of style and format, and compliance with APA standards).

Field supervisor end-of-course evaluation (due electronically on (Date will be provided), 175 points maximum available.

Course learning outcomes #1 and 3 demonstrate higher education problem solving and decision making while planning, implementing, and evaluating policies within an institutional setting and synthesize information gleaned from the internship to narrow the gap between HIED theory and practice.

About this assignment. This assignment provides each intern with a formal assessment of his/her performance while serving at the host campus. The field supervisor may choose to submit a narrative evaluation that summarizes the performance of the student or the form preceding the information form at the end of this syllabus (which can be used as is or modified.) **Regardless of the format chosen, the intern is ultimately responsible for ensuring the field supervisor submits the evaluation in a timely manner.**

Assessment method. The instructor will figure a numerical score based upon the field supervisor's evaluation.

Final report (due electronically on (Monday, December 3rd), 250 points maximum available. Include your Activity Log. An Activity Log template is provided to record hours.

Course learning outcomes #1, 2, 3, and 4 demonstrate higher education problem solving and decision making while planning, implementing, and evaluating policies within an institutional setting; explain the roles and responsibilities of a higher education faculty member or an administrative and/or instructional leader; synthesize information gleaned from the internship to narrow the gap between higher education theory and practice; and apply internship field experiences to higher education coursework and current/future employment within a college or university.

About this assignment. This assignment requires interns to provide a concise and in-depth package of information compiled from the HIED 622 Internship experience. **The final report must provide a thorough look at every facet of this semester-long journey.** Although this assignment can vary in both the items included and the means for displaying this information, **the final report must accomplish the following:**

- a. Provide an executive summary of the internship experience. This summary will not exceed one (1) page in length.
 - b. Explain the set of objectives chosen by the student, why these objectives were selected, and how through the various completed projects/tasks the objectives were met.
 - c. Include a daily log that documents at least 135 hours (120 hours for master's students) dedicated to the host campus.

The final report must be double-spaced in Word format and must **fully comply with APA (6th ed.) standards.**

Assessment method. The instructor will evaluate the final report based on how well it conveys that the student (a) met all course requirements, (b) fulfilled the personal learning objectives, and (c) selected a quality field project(s) of sufficient depth and scope.

Adherence to effective writing principles (including, but not limited to, the quality of the content, clarity of expression, and consistency of style and format) will also factor into the grading of the final report.

Grading

The following criteria will be utilized for student evaluation:

- Written prospectus (75 pts.)
- Progress Reports (3 of them) (30 pts.)
- Field supervisor evaluation (175 pts.)
- Final report (250 pts.)
- Total possible (530 pts.)

The minimum number of points required for each grade is as follows: A-475; B-450; C-400 (Please remember, no grade below a B may be applied to a doctoral degree.)

COMMUNICATION AND SUPPORT

All communication with the professor should be directed to the professor's university e-mail address.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (Texas A&M University- Commerce Procedure A12.08 see Student Guidebook, Policies and Procedures, Conduct).

All graduate students are expected to maintain high standards of academic integrity and honesty. Academic dishonesty, as defined in Texas A&M University-Commerce Procedure 13.99.99.R0.10, will incur a penalty commensurate with the severity of the infraction, from failure on the applicable assignment to failure in the course. A report of each infraction also is submitted to the Graduate School for further action.

A&M-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.

ADA Statement

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

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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.

Web url:

<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 9-1-1.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of

the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the

Device	Operating System	Browser	Supported Browser Version(s)
			iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. 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.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, contact Brightspace Technical Support at 1-877-325-7778 or click on the **Chat** or click on the words “[click here](#)” to submit an issue via email.



please
Live

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Academic Integrity

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>

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.

HIED 622 FIELD SUPERVISOR END-OF-COURSE EVALUATION

(THIS DOCUMENT IS DUE **date will be provided**)

Name of
Intern: _____
Overall evaluation grade (0-100): _____

Name of agency and brief description of Intern's
duties: _____

Number of hours Intern has participated at your campus: _____

**(Note: if this Intern fails to meet the minimum 135 hours
(120 for master's students) of active participation at your
campus, you MUST render a "U" rating in the FIRST
category listed below).**

Directions: This evaluation counts for 35% of the Intern's semester grade. Please evaluate the Intern's performance by rating each of the performance traits shown below. Circle the appropriate letter (e.g., "O" for outstanding; "E" for excellent; "S" for satisfactory; "M" for marginal; "U" for unsatisfactory; "X" for not observed). To assist your efforts, use the following definitions as a guide:

Outstanding (O): The Intern performed the required amount of time, was punctual in all assignments, and accepted all tasks conscientiously and cheerfully. He/she made a serious effort to learn all aspects of his/her assignments and applied his/her knowledge of the accomplishment of all tasks.

Excellent (E): Although the Intern performed as expected, he/she failed to demonstrate full enthusiasm for mission accomplishment. Shortcomings in job performance were minimal and the student otherwise responded well to suggestions, encouragement, or directives.

Satisfactory (S): The Intern performed only those tasks assigned and failed to demonstrate any initiative or enthusiasm in becoming a productive member of a team. He/she did not demonstrate a serious intent to learn or apply acquired knowledge to the accomplishment of the organizational mission.

Marginal (M): The Intern failed to perform most of the required amount of tasks in the expected timeframe and/or failed to comply with most of the standards expected of a full-time employee.

Unsatisfactory (U): The Intern failed to shoulder his/her responsibility as a productive contributor to the college/university community.

Not observed (X): If you are unable to personally assess something due to a lack of observation, please ask a co-worker to render an assessment on the Intern for the category in question. Although a “not observed” is acceptable, please keep the use of this rating to a minimum. The university supervisor will have to make adjustments to accommodate all “not observed” ratings.

CATEGORY (feel free to make comments at the end of this form)

Met required hours of participation	O				U	
Reported for duty on time	O	E	S	M	U	X
Eagerness to accept assignments	O	E	S	M	U	X
Eagerness to learn assigned tasks	O	E	S	M	U	X
Requires little to no supervision	O	E	S	M	U	X
Responsive to supervision	O	E	S	M	U	X
Cooperated with coworkers	O	E	S	M	U	X
Kept supervisors informed	O	E	S	M	U	X
Completed assigned tasks	O	E	S	M	U	X

Please feel free to comment on specific observations/overall impressions of this Intern:

Signature and date signed

Position title

INFORMATION FORM FOR HIED 622

STUDENT Name _____

Address _____

Telephone _____

E-mail _____

FIELD SUPERVISOR Name _____

Organizational Address _____

Organizational Telephone ____

E-mail _____