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# College of Business

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## Internship Course Syllabus

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**Objectives:** 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. Provide a description of what responsibilities will be during internship.
4. Intern site needs to be approved by Career Services prior to start date.
5. Turn in internship agreement to the Career Service Coordinator prior to start date.

### ***Length of Internship***

In order to receive credit for a 3-hour internship during a spring or fall semester, you are required to work a minimum of **140 clock hours at an approved internship site over a minimum of 12 weeks**. In order to receive credit for a 3-hour internship during a summer semester, you are required to work a minimum of **80 clock hours at an approved internship site over a minimum of 4 weeks**. You should work with the site supervisor to devise a schedule that works for both of you and keep the College of Business Career Services informed of schedule.

## ***Internship Grade***

In addition to your work at your internship site, the following assignments will comprise your grade:

1.	Weekly Journals -----	30%
	a. Due on the Saturday ending each week of work	
2.	Mid-Term Evaluation-----	20%
	a. Due once you have reach half of you required hours	
	b. Completed by site supervisor, but is your responsibility to turn in	
3.	Project (Reflection Paper)-----	30%
	a. Due on the last day of classes, the week before finals	
	b. Project will be assigned based on field of study	
	c. Minimum of 5 pages and 3 sources, APA Style	
4.	Final Evaluation-----	20%
	a. Due on the last day of classes, the week before finals	
	b. Completed by site supervisor, but is your responsibility to turn in	
Total		100%

### **GENERAL POLICIES FOR CLASSES:**

All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student's Guide Handbook, Rules and Procedures, Code of Student Conduct:

<http://www.tamuc.edu/studentLife/documents/studentGuidebook.pdf>

### **CIVILITY REQUIREMENT:**

The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the classroom or on the internship. The Career Services Coordinator expects every student to maintain a professional level with their site supervisor, sites coworkers, and sites clients. The intern will dress appropriately (no hats, no sagging, no over exposure of body parts, etc.). In this regard, hand-held devices such as cell/smart phones, iPods, MP3 players, tablets, and other electronic devices must be turned off and put away while on intern. In addition, the Career Service Coordinator may pull you from your internship if there is any report of disruptive behavior or lack of coming to work.

### **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.