



HC 497: Leo Scholar Internship Fall 2016

Instructor: Dr. Ray Green

Time & Location: TBA. Location determined by internship assignment

Office & Phone: Prairie Crossing main office 903-468-3001

Office Hours: Normal business hours (appointment will be best)

E-mail Address: Raymond.Green@tamuc.edu

COURSE INFORMATION

Texts and Other Necessities:

No books required

Course Description and Student Learning Outcomes:

The Leo Internship is designed to help students develop marketable skills that they will carry with them as they leave Texas A&M University-Commerce. The internship is project based. Students will work closely with their supervisor to plan and execute a project that benefits the supervising department, the university, and most importantly the student.

COURSE REQUIREMENTS

Instructional Methods, Activities, and Assessments

A. Attendance

The internship is a job. Thus, attendance is mandatory. You and your departmental supervisor will work out a schedule in the 6-10 hour range that works for both you and the department.

B. Project evaluation:

A major portion of the grade for this class will be determined by your supervisor's evaluation of the process and quality of your work.

C. Presentation

Leo Scholar interns will be asked to make a public presentation of the results of their internship. Presentation length is 10-15 minutes. Topics that could be included (note – this list is not exhaustive) are: what was your project, what problem was it solving or what issue was it addressing, what was the outcome of your

work on the project, what were some hurdles that you faced (both internal and external), and what marketable skills did you develop/enhance during your internship?

D. Grading Scale

Your grade in the course will be calculated as follows:

Attendance	20%
Project Evaluation	60%
Presentation	<u>20%</u>
	100%

Final grades are based on the total number of points earned during the term in accordance with the following levels of proficiency:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 65-69
- F = below 65

TECHNOLOGY REQUIREMENTS, ACCESS AND NAVIGATION

Be sure that you can access the email account the university has on record for you.

COMMUNICATION AND SUPPORT

If you cannot see us during office hours, please send an email so that we can make an appointment with you. We are both quite happy to see students at any time as long as we do not have a prior commitment.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

ADA Statement

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 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

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

Statement on Nondiscrimination:

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.

Statement on Student Conduct

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct). **Turn off all cell phones and pagers. Texting during class is forbidden.**

Further, 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>

Statement on Campus Concealed Carry

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 34.06.02R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and or consult your event organizer). 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.

Statement on Attendance:

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#). <http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>