



**COLLEGE OF**  
**Business**  
**A&M-COMMERCE**

**Internship Course Syllabus**  
**Summer 2022**

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Undergraduate Courses: FIN 580, MKT 580, ACCT 580, MGT 580, and BUSA 580

**Introduction:** An internship is an extremely valuable experience that can be a contributing factor in securing a full-time job and provides practical experience in your business field. 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.

**Course Administration:** The primary source of course information and interaction is the course website hosted within MyLeoOnline (<https://myleoonline.tamuc.edu/d2l/login>).

**Course Interactions/Communication & Office Hours:** Please reach out via email [megan.nolan@tamuc.edu](mailto:megan.nolan@tamuc.edu) or phone 903-468-6046 to Megan Nolan, as she will be the one overseeing the course. I will respond to all inquiries within two business days. 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! If you wish to set up an appointment, please schedule one on Handshake at [Schedule a Student Appointment](#). Otherwise, I am happy to communicate via email or phone to meet your needs.

1. **Course Description & Objectives:** These courses allow for students to earn elective credits in their discipline through supervised work experience with area business firms under the supervision of a faculty member. There are two associated Student Learning Outcomes: 1) Students will articulate how concepts they have learned in coursework apply to their internship setting. 2) Demonstrate and provide evidence of critical thought and analysis through problem-solving. 3) Demonstrate mastery of concepts and skills needed to be successful in a professional setting after graduation.

**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, a description of internship responsibilities, direct supervisor name & contact info, etc., and **CPT for International Students**.
4. Receive approvals from Academic Advising, Department Head, Career Services and OIP if required prior to enrollment
- 5.

**Length of Internship:** In order to receive credit for a 3-hour internship during a semester, you are required to work a minimum of 10 weeks and 140 recorded hours at an approved internship site. Please work with the site supervisor to develop a schedule and notify College of Business Career Services informed of schedule and/or any changes in your schedule.

**Internship Grade:** Your grade in the course will be determined by the assignments below, a brief description of the assignments is included below:

<b>Participation</b>	<b>Points</b>	<b>Due Date</b>
Selfie in your work space	10	6/24/2022
Attend a Career Event	30	8/11/2022
Mock Interview or Resume Review	30	7/5/2022
Professional Certification	30	8/11/2022
<b>Reflections</b>	<b>Points</b>	<b>Due Date</b>
Initial Reflection	20	6/24/2022
Mid-Term Reflection	30	7/18/2022
Final Reflection	50	8/11/2022
<b>Professional Development</b>	<b>Points</b>	<b>Due Date</b>
Networking Quiz	20	6/24/2022
LinkedIn Profile	20	7/18/2022
Professional Communication	20	7/5/2022
Internship on your Resume	40	8/11/2022
<b>Required Documentation</b>	<b>Points</b>	<b>Due Date</b>
Mid-Term Evaluation	-	When you have completed about 70 hours
Mid-Term Hours Log	-	When you have completed about 70 hours
Final Evaluation	-	8/11/2022
Final Hours Log	-	8/11/2022

**Selfie in your Workspace:** Please upload a selfie or photo of yourself at your workplace, this can be in front of the company sign, at your desk or in your workspace if this is a remote internship.

**Note:** If you do not want me to use this in future marketing for internships please note that with your submission

**Career Event:** You are expected to attend AT LEAST one career event per semester. That can be an information session from an employer hosted by Career Services, a Career Services Workshop or attendance at a Career Fair or Networking Event hosted by Career Services, your employer or a professional organization in your field.

**Mock Interview or Resume Review:** This is an appointment with your Career Coach. You will be given proof of your appointment that you will be responsible for uploading to D2L. Please do not wait to book this appointment, appointments will fill up. The deadline will not be extended because there is not an available appointments that work with your schedule, you can meet virtually or in person. You can book your appointments back to back or space them out, but be mindful of the deadlines.

**Professional Certification:** A list of approved certifications will be provided in D2L. If you would like to complete another certification please get approval from Megan Nolan via email BEFORE completing the certification. It is expected that the certification will be dated during the term.

**Initial Reflection:** It is expected that you will submit a 2 page reflection double spaced in D2L. You should use Times New Roman 12 pt font. A rubric outlining the expectations of the content is available in D2L.

**Mid-Term Reflection:** It is expected that you will submit a 2 page reflection double spaced in D2L. You should use Times New Roman 12 pt font. A rubric outlining the expectations of the content is available in D2L.

**Final Reflection:** It is expected that you will submit a 3-4 page reflection double spaced in D2L. You should use Times New Roman 12 pt font. A rubric outlining the expectations of the content is available in D2L.

**How to Network:** Please watch the video in D2L that provides an overview of effective networking and complete the 10 question quiz.

**LinkedIn Profile:** As part of this class you are expected to create a LinkedIn profile that includes some of the basic elements. A rubric outlining the expectations of the content is available in D2L.

**Professional Communication:** Being able to communicate in a professional setting is a skill that will serve you well regardless of your career. You can submit something that you have written in the course of your professional career or you can create the communication specifically for this assignment. For the purpose of this assignment please submit a LinkedIn connection request, after interview thank you email or informational interview request.

**Internship on your Resume:** Please submit 4-6 bullet points that you would use on your resume to describe your time in your internship.

**Mid-term & Final Evaluations:** Mid-term and Final evaluations must be completed by your internship supervisor. You are responsible for providing the form to your supervisor beforehand **DO NOT** wait until the last minute. You are also responsible for uploading your evaluations into D2L. I will not take them via email.

**Mid-term and Final Log of Hours:** It is your responsibility to keep a log of recorded hours from the first day of your internship. Most companies have their own time keeping systems. In the event that your company does not have an established system, you can keep track of your hours on an Excel spreadsheet (template in D2L). **Mid-term logs are due half-way from the date you begin your internship and at the end.** For example, by mid-point, your mid-term log of hours should reflect at least **70** recorded hours and final log of hours should reflect at least **140** to meet course requirements.

**Required Documentation:** Submission of the documents in the Required Documentation section is **REQUIRED** to pass this course.

**S/U Grading:**

S: 300-180

U: 180 and below

Regardless of your score in the other categories failing to submit any of the documents in the Required Documentation section will result in a failing grade for the course.

**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 organization's requirements. Interns will be expected to abide by organizational policies. If there is some reason that you are unable or unwilling to abide by these policies please contact me so that we can identify a solution. If you should encounter any unusual problem whatsoever related to your internship, you should report it to Megan Nolan at [megan.nolan@tamuc.edu](mailto:megan.nolan@tamuc.edu) immediately.

**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. All assignments will be assessed by Turnitin. A similarity index of 30% will be allowed. Any assignments over 30% will be considered plagiarized. Plagiarism will result in a failing grade for the course.

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/3.99.99.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  
Velma Waters Library- Room 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto: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:** 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.