



HC 495 Internship

COURSE SYLLABUS: Fall 2022

INSTRUCTOR INFORMATION

Instructor: Dr. Raymond Green
Office Location: Prairie Crossing 100B
Office Hours: M 8-8:30 or by appointment
Office Phone: 903-468-3001
University Email Address: Raymond.green@tamuc.edu
Preferred Form of Communication: Campus email is preferred
Communication Response Time: I will try to respond to you within 24 hours, although response times may be longer over the weekend.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Mruk, C.J., Moor, J.C. (2020). Succeeding at your internship: A handbook written for and with students. Bowling Green State University Libraries.
Open Educational Resource Access: <https://scholarworks.bgsu.edu/oer/1/>

Course Description

Honors-designated internships are on or off-campus experiential learning activities designed to provide students with opportunities to make connections between academic study and the practical application of that study to a professional work environment. Internships offer the opportunity to gain relevant experience and professional connections. Internships are completed under the guidance of an on-site supervisor and Honors College sponsor, who in combination with the student will create a framework for learning and reflection.

Student Learning Outcomes

1. Students will understand how major coursework ties a variety of professional disciplines and areas of potential interest.

The syllabus/schedule are subject to change.

2. Students will gain insight into various career paths while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
3. Students will develop professional connections and identify a strategy for maintaining those connections after internship completion.
4. Students will reflect on internship experiences, including:
 - a. The ability to articulate what was learned and how it will apply to your professional goals (marketable skills development).
 - b. Identification of professions that may be of interest as a result of this experience.
 - c. Identification of additional skills that will need to be developed to ensure career readiness. This might include learning a new technology, developing a broader network, additional coursework, etc.

COURSE REQUIREMENTS

Instructional Methods

This course is an online course conducted through D2L/Brightspace. Class consists of presentations, online discussions and writing assignments. Students should engage with the online class frequently and participate as if they were engaging with fellow students in a face-to-face class but no set or synchronous meeting time is required.

GRADING

Participation and attendance: Class attendance and participation is measured by on-time completion of assignments listed in D2L as well as providing meaningful feedback to classmates. Students' course grade is calculated according to the following scale:

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Total points corresponding to the final letter grades

A = 360- 400 Points

B = 320- 359 Points

C = 280- 319 Points

D = 240- 279 Points

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F = 239 & > Points

Assignment	Description	Due Date/Time
Weekly journal 10 @ 10 points each	Write down your experiences and identify skills being developed by documenting in a weekly journal or blog.	Due weekly
Informational Interview (25 points)	Conduct an information interview with an individual in your department or organization other than your site supervisor to explore a profession of interest and summarize your findings.	Due by 9/25
Midterm Assignment (50 points)	Identify what you have learned to date and how this will be relevant to your career goals. Establish goals for the remainder of your internship and actions to achieve those goals.	Due by 10/30
Final presentation (150 points)	Analyze your internship experience, reflecting on lessons learned and how your education prepared you for the internship. Discuss the problem or project you were tasked to work on, progress made and lessons learned.	Due by 12/9
Final presentation feedback (10 points)	Students will watch each other's final presentations to evaluate and provide feedback.	Due by 12/14
Submit an updated resume (25 points)	Add details about your experience including new skills developed and results obtained during the internship.	Due by 12/14
Supervisor's assessment (40 points)	Should be submitted directly from the site supervisor to	Due by 12/15

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	me at Raymond.green@tamuc.edu .	
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Assessments

Course learning objects will be measured through various oral and written assignments. Assignments will help students integrate experiences from the entirety of their college experience and apply to real-world problems. Students will also work collaboratively and evaluate each other's work. Assessment details and due dates will be posted in D2L through the course calendar and course content tabs.

Class Meeting Schedule:

The specific dates and times that you will be at the internship site will be determined by your site supervisor, in consultation with you. In general, you will be expected to work approximately 150 hours of work over the 15 week fall term (August 29-December 9). This course will not meet at a set time and all required readings, assignments and course-related activities will be completed online through D2L (MyLeo Online).

Roles & Responsibilities

Intern

- Communication with site supervisor regarding course objectives and site supervisor deliverables
- Adheres to professional work standards including: regular attendance, punctuality, working within agreed upon hours, wearing appropriate attire as stated by the organization, and abiding by all code of conduct policies
- Completion of agreed upon course assignments while meeting professional work obligations

Site Supervisor

- Provide site information including employee handbook and any code of conduct information
- Provide any needed training for position as well as access to needed resources
- Set forth expectations for the work to be completed and associated timelines
- Establish preferred method and frequency of communication with intern
- Identify opportunities for intern to meet learning objectives
- Introduce intern to key people (other staff, vendors, managers, executives) who can assist intern with their professional development and become part of their network
- Oversee work
- Conduct evaluation(s) and share performance feedback and skills development needs with intern

Honors College Sponsor

- Approve, oversee, and grade academic assignments

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- Serve as primary contact for Site Supervisor regarding concerns with student performance.
- Help intern to get the most from their experience through regular check-ins with intern
- Submit final grade for internship course

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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

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

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Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Grievance Procedure: Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in person, by email, by telephone, or by another communication medium, should then schedule an appointment with my supervisor, Dr. Raymond Green. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

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](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC 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>

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

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](#)
[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

Students with Disabilities-- 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

Velma K. Waters Library Rm 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/>

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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.

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.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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