



COLLEGE OF
Business

A&M-COMMERCE

Instructor of Record: Anil Kumar
Teaching Assistant: Anna Martin
Office: A&M-Commerce: BA 315
Email: Anna.Martin@tamuc.edu
Phone: 903-886-5692

Internship Course Syllabus May Mini 2023

Undergraduate Courses: FIN 431, MKT 431, ACCT 431, MGT 431, and BUSA 431

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://myleonline.tamuc.edu/d21/login>

Course Interactions/Communication & Office Hours: Please reach out via email Anna.Martin@tamuc.edu or phone [903-866-5692](tel:903-866-5692) to Anna Martin, as she will be the one overseeing the course. I will respond to all inquiries within one business day. As with all of your courses, use your official MyLeo email account to communicate with your professors and include your CWID. 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 send me an email and we will set up a time to meet via Zoom or in person.

Course Description

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 three 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 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. Present an Offer Letter or Email Offer of Internship must be given before starting the Internship Agreement.

Length of Internship: In order to receive credit for a 3-hour internship during a semester, you are required to work a minimum of 3 weeks and 72 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.

GRADING

Final grades in this course will be based on the following scale: **S/U Grading**

S: 300-180

U: 179 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.

Mandatory Assignments:	Requirement:	Due Date:
Journal 1	1-2 page overview of weekly tasks	Friday, May 19 by 11:59pm
Journal 2	1-2 page overview of weekly tasks	Friday, May 26 by 11:59pm
Journal 3	1-2 page overview of weekly tasks	Wednesday, May 31 by 11:59pm
Final Evaluation	On D2L; you and supervisor sign	Thursday, June 1 st by 11:59pm
Final Timesheet	On D2L; you and supervisor sign	Thursday, June 1 st by 11:59pm
Final Reflection Paper	2-4 page overview of what you learned and how it relates to your major	Thursday, June 1 st by 11:59pm

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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>

<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/>

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