



ALC 4602 – ALEC Internship

Instructor: Dr. Maggie R. Pfeiffer Salem
Assistant Professor-Agricultural Leadership, Education, & Communications
Texas A&M University-Commerce

Office Phone: 903-886-5357

Office Fax: 903-886-5990

Email: Maggie.Salem@tamuc.edu

Office Info: AGET 146

Class: ALC 4602.01W (CRN: 86222)

Office Hours:

The following office hours are the official times that I will be available for drop-in student consultation. I have an open door policy when possible and will try to assist students any time that I am available. However, occasionally the demands of class preparation, my role at the university, and service prohibit immediate drop-in service. You are welcome to email me to arrange a meeting time.

Monday-Thursday 9:00am to 2:00pm and/or by appointment.

Class Location: Web-based via D2L

Materials – Textbooks, Readings, Supplementary Readings:

No textbook is required for this course. The instructor will provide supplementary readings and materials throughout the course.

Additional material will come from a variety of sources including scientific and professional journals, publications from governmental agencies, information from agricultural organizations, and guest presenters.

Course Description: This course provides the opportunity for students to gain on-the-job experience to prepare them for careers in agricultural leadership, education, and communications. This course will require 20 hours per week equal to six hours of credit per semester. Students will develop goals, submit weekly progress reports, supervisor evaluations, and develop a report post internship. Consultation with faculty advisor is required prior to course registration is required to ensure the internship will provide the student with experience applicable to the agricultural leadership, education, and/or communications discipline. Prerequisites: Instructor Approval.

Program Objectives:

1. Provide the student with an opportunity to apply classroom knowledge and skills to real-life situations, particularly related to leadership and communications aspects of an organization.
2. Permit the student to gain firsthand experiences associated with daily work operations, production, supervisory, and/or management roles in an organizational setting.
3. Orient the student with the business/industry environment, operations, and procedures.
4. Provide an experience to assist in transition from student to professional status.

5. Implement, develop, and/or refine skills in leadership, communications, interpersonal, intrapersonal, management, and personnel matters.
6. Develop and refine problem-solving techniques.
7. Refine communications skills with subordinates, peers, and superiors.

Course Assignments and Grading:

Activities & Assignments	Due Date	Point Value and Grading Scale
Class Discussion/Participation	Week 1 Week 8	2 @ 50 Points Each=100 points
Internship Goals and Expectations (Further Detail and Instruction on Page 7 of this Document)	Week 2	200 points
Internship Weekly Report (Further Detail and Instruction on Page 10 of this Document)	Each Week	15 @ 10 Points Each=150 points
Mid-Term Supervisor Evaluation (Further Detail and Instruction on Page 12 of this Document)	Week 8	100 points
Final Supervisor Evaluation (Further Detail and Instruction on Page 13 of this Document)	Week 15	100 points
Internship Final Report* (Further Detail and Instruction on Page 11 of this Document)	Week 16	200 points
Final Grade:		Points Earned/850=Your Grade (don't panic...move the decimal) A=90-100% B=80-89% C=70-79% D=60-69% F=59% and below

***Written Assignments**

The Research Brief, presentation, and Persuasive One-page essays should be written in a format aligned with the *American Psychological Association (APA) Manual for Publication*, 6th edition. Exemptions to APA formatting will be specified when appropriate. A tutorial on scientific writing, including the use of APA format is available from the Online Writing Lab at Purdue University (<http://owl.english.purdue.edu/>). Personal face-to-face assistance with editing and format suggestions is available from the A&M Commerce on-campus Writing Center. APA will be used for punctuation, writing style, headings, and citations.

Course Policies and Instructor Expectations:

Students are required to meet the expectations listed below:

Professional Behavior: It is important that you maintain a professional demeanor at all times, both during live class sessions, online, and via “electronic communication.” Texas A&M University-Commerce expects this from you, as do current and future employers. This course will be a good place to practice interacting in a manner appropriate to a professional setting. Participation in class discussion and instructional activities should follow the basic principles of common courtesy and decency. Rude and disruptive behavior, as well as cheating, in any form, will not be tolerated. The use of tobacco products in the classroom, laboratory, Zoom (or other virtual meeting platforms) meetings, and field trip sites is strictly prohibited. Use of intoxicants before class is strictly prohibited and will result in your immediate removal from class. Inappropriate conduct will not be tolerated. Failure to comply with instructor’s guidelines may result in suspension from class for the remainder of the day’s instruction. Repeat offenses may result in additional consequences.

Class Attendance Policy: Attendance is required and roll will be taken each class meeting (for online courses this is accomplished via D2L Discussions). Missing class can affect your grade. Attendance is expected. Three unexcused absences and the student will receive a grade of “F.” Absences will be considered excused if the instructor is 1) notified in advance and is approved PRIOR to class, and 2) the absence is related to a severe illness, participating in a university-sanctioned event, death of an immediate family member, or other absences as approved by the instructor. Students who miss class that is unexcused will NOT be given a makeup grade.

Assignments:

- 1. Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students should have at least some skill with software for word processing, spreadsheets, databases, graphics, presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
- 2. Assignments must be turned in on time.** Assignments are due on the date or module listed. Start working on each assignment as soon as you possibly can and make sure that you have all the assignments submitted by the specified due dates. You **MUST** turn in all written assignments **ON TIME**. I will not accept late assignments. There will be no extra credit work available.
- 3. Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please do not turn in work that is only “half-finished” as this will reflect a grade respective of what was submitted.
- 4. Written assignments must be submitted in a format that is compatible with Microsoft Word,** if submitting electronically.

E-mail: Students must routinely check e-mail sent to his or her **Texas A&M University-Commerce account**. This is my primary mechanism for communicating outside of class. I check my e-mail several times a day, so this is the best way to reach me. Maggie.Salem@tamuc.edu.

Make-up Exams or Late Assignments: Will only be accepted if you obtain university-approved documentation for your excuse. There are no make-up assignments for poor performance on a previous assignment. No late assignments will be accepted.

Changes to Schedule: While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced in class and e-mail. It is your responsibility to become aware of any such changes.

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).

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 me, Maggie.Salem@tamuc.edu.

Technical Support

Brightspace 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>

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://myLeo.tamuc.edu). <https://leo.tamuc.edu>

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>

TAMU-C 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](#)

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

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
Gee Library- Room 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/)
<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Non-Discrimination 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.

ALC 4602 Internship Goals and Expectations

You will print and complete this with your internship supervisor and submit in D2L.



ALC 4602 Internship Goals and Expectations

Thank you for hosting an intern from the Agricultural Leadership and Communications program at Texas A&M University-Commerce.

The internship is an academic endeavor between the intern and the employer. The goal of this internship and course is to provide the intern with the opportunity to apply the skills and knowledge they have gained at Texas A&M University-Commerce in a supervised and practical environment.

Please complete and return to Maggie.Salem@tamuc.edu at your earliest convenience.

ALC 4602 Objectives:

- Provide the student with an opportunity to apply classroom knowledge and skills to real-life situations, particularly related to leadership and communications aspects of an organization.
- Permit the student to gain firsthand experiences associated with daily work operations, production, supervisory, and/or management roles in an organizational setting.
- Orient the student with the business/industry environment, operations, and procedures.
- Provide an experience to assist in transition from student to professional status.
- Implement, develop, and/or refine skills in leadership, communications, interpersonal, intrapersonal, management, and personnel matters.
- Develop and refine problem-solving techniques.
- Refine communications skills with subordinates, peers, and superiors.

Intern Name/CWID/Title: _____

Intern Email Address: _____

Organization Sponsoring Internship: _____

Supervisor Name/Title: _____

Supervisor Email: _____

Student Responsibilities:

1. Perform the duties as agreed upon by the internship coordinator and the employer/supervisor.
2. Abide by all the rules and regulations of the organization providing the internship experience.
3. Keep a weekly log of all duties or work performed. This log will include duties, thoughts, impressions, contacts, conferences with the supervisor, and samples of paper work. This log will be reviewed by the internship coordinator at the end of the internship period via the “Internship Final Report.”
4. Work and communicate with the organization supervisor to complete a midterm and final evaluation form.

Employer Responsibilities:

1. Interview students applying for internship.
2. Outline a projected work assignment schedule, which will provide a variety of meaningful educational experiences.
3. Assign an Organization supervisor who will provide guidance, direction, and constructive criticism for the student.
4. Provide a safe work place and advise the student of any intrinsic dangers associated with the placement.
5. Contact the internship coordinator if special problems develop, Maggie.Salem@tamuc.edu
6. Complete a midterm and final evaluation form of the student’s performance.
7. If possible, reimburse the student for any work-related travel or expenses incurred other than to and from work.

8. Assure that adequate time is available during normal working hours for the company/organization supervisor and student to conduct consultation, conferences, instruction, and feedback.
9. Assure adequate time is available during normal working hours for both the organization supervisor and the student to meet periodically with the internship coordinator or university supervisor when they visit for consultation and appraisal of progress, if needed or requested.
10. Make arrangements with the student for compensation for work performed, if appropriate.

To be completed and communicated by the **Supervisor**:

Supervisor/Organization Goals: (Please feel free to add additional goals specific to the duties of the internship.)	1.
	2.
	3.
Expectation of the Intern: (Please feel free to add additional expectation specific to the duties of the internship.)	1.
	2.
	3.

To be completed and communicated by the **Intern**:

Intern Goals: (Please feel free to add additional goals specific to the duties of the internship.)	1.
	2.
	3.

Expectation of the Supervisor/Organization: (Please feel free to add additional expectation specific to the duties of the internship.)	1.
	2.
	3.

The goals and expectations above have been mutually agreed upon with the understanding goals and expectations may evolve throughout the course of the internship.

Supervisor Signature/Date: _____

Intern Signature and Date: _____

Faculty Supervisor Signature or Email Confirmation/Affirmation Date:

ALC 4602 Internship Weekly Report

You will report this information, weekly, in D2L.

Student's Name:

Organization Sponsoring Internship:

Intern's Title:

Date:

Hours Worked:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours

Specific Duties Performed this Week:

Summation of Duties Performed this Week:

Skills Learned and/or Developed this Week:

Skills Learned and/or Developed this Week Specifically related to Agricultural Leadership and Communications. More info on these skills can be found in D2L:

How did this week's duties and development aid in the attainment of your and your supervisor's stated goals? List the goal and how the activities assisted in the attainment of stated goal.

Other Remarks:

ALC 4602 Internship Final Report

You will submit this report in D2L.

Each intern in the ALEC internship will report on their internship experience.

The report will contain five sections, written portions will be developed in APA style paper format*. A sample is provided in D2L. The five areas of the report will include:

- 1. General Internship Description:** This will include a brief history and standard operations, goals, and objectives of the organization hosting the intern. Additionally, this description will include how experience with this organization assists with the intern's growth, development, and career goals.
- 2. Specific Operations:** This section will be a presentation of the specific components of the organization related to your internship. This may be a social media marketing plan, web site development, program development, depending on your interests, your internship responsibilities, and your placement will determine the focus of this section.

3. **Duties:** This is a detailed summary of your duties and experience as an intern. This will include a discussion of what you did and accomplished as an intern. What duties were performed, how they were performed, why they were performed etc. This will also include a summary of the hours you worked in total. See below:

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Total Internship Hours

4. **Internship Evaluation:** Provide an honest evaluation of the internship experience. Include a reflection on the educational quality of the experience in addition to the practical application of what you learned and experienced.
5. **Summary:** This will include a comprehensive reflection of the internship opportunity. You will review your goals and determine how well you met those goals. What resources, tools, courses and/or experiences assisted you in preparation for this internship?

ALC 4602 Mid-Term Supervisor Evaluation

This evaluation will be sent to your supervisor via email.

Thank you for hosting an intern from the Agricultural Leadership and Communications program at Texas A&M University-Commerce. Please complete this mid-term evaluation to the best of your knowledge and return to Maggie.Salem@tamuc.edu at your earliest convenience.

Student's Name:

Organization Sponsoring Internship:

Supervisor:

Date:

Please evaluate the intern using the scales below. Please share with any additional employees invested with this intern and use their remarks in your evaluation.

Work Habits	Excellent	Good	Average	Poor	Failing
Attendance	Excellent	Good	Average	Poor	Failing
Attitude to Learning and Contributing	Excellent	Good	Average	Poor	Failing
Ability to Follow Instructions	Excellent	Good	Average	Poor	Failing
Willingness to Learn and Adapt	Excellent	Good	Average	Poor	Failing

Noted strengths:

Noted weaknesses:

Specific areas that need addressing:

Additional Comments:

ALC 4602 Final Supervisor Evaluation

This evaluation will be sent to your supervisor via email.

Thank you for hosting an intern from the Agricultural Leadership and Communications program at Texas A&M University-Commerce. Please complete this final evaluation to the best of your knowledge and return to Maggie.Salem@tamuc.edu at your earliest convenience.

Student's Name:

Organization Sponsoring Internship:

Supervisor:

Date:

Please evaluate the intern using the scales below. Please share with any additional employees invested with this intern and use their remarks in your evaluation.

Work Habits	Excellent	Good	Average	Poor	Failing
Attendance	Excellent	Good	Average	Poor	Failing
Attitude to Learning and Contributing	Excellent	Good	Average	Poor	Failing
Ability to Follow Instructions	Excellent	Good	Average	Poor	Failing
Willingness to Learn and Adapt	Excellent	Good	Average	Poor	Failing
Your Experience with this Intern	Excellent	Good	Average	Poor	Failing

Additional Comments: