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HIED 622, 01W, Internship

COURSE SYLLABUS: FALL 2024

INSTRUCTOR INFORMATION

Instructor: Professor Michael K. Ponton

Office Location: Ed North 102

Office Hours: Tuesday, 10a-3p and e-conferencing by appointment (please email me to schedule an appointment).

Phone: 757.753.3137 (cell; please email me for nonemergencies)

University Email Address: Michael.Ponton@tamuc.edu

Preferred Form of Communication: Email (and phone for emergencies or problems)

Communication Response Time: 24–36 hours

COURSE INFORMATION

Required Textbook

None.

Course Description

Supervised experiences in a setting appropriate to the student's projected career aspirations and areas of specialization. Prerequisite: Consent of instructor.

Student Learning Outcomes

1. Demonstrate problem solving and decision making in higher education while planning, implementing, and evaluating policies within an institutional setting.
2. Explain the roles and responsibilities of a higher education faculty member, instructional leader, or administrator.
3. Synthesize information gleaned from the internship to narrow the gap between higher education theory and practice.
4. Apply internship field experiences to higher education coursework and current/future employment within a college or university.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Proficiency using the D2L learning management system, Microsoft Word, and TAMUC email.

Instructional Methods

This course is a field experience working in higher education.

Student Responsibilities or Tips for Success in the Course

Students should access the D2L course minimally every week in order to check announcements. Students should check their TAMUC email daily to ensure timely receipt of messages from the instructor and University.

GRADING

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

Weights of the assessments in the calculation of the final letter grade.

Work Plan	10%
Weekly Journal	60%
Field Supervisor Evaluation	30%
<hr/> TOTAL	100%

Assessments

1. The student intern must provide the field supervisor with a copy of this syllabus at the beginning of the semester.
2. The course calendar (which includes due dates for assignments) is at the end of this syllabus.
3. The Internship Work Plan (see Appendix A) must be emailed to the instructor no later than midnight 9/8; however, if the internship is coordinated so that associated work will begin before 9/9, the Work Plan should be submitted before work begins.

4. The Internship Weekly Journal (see Appendix B) must have an entry for each week of the internship and *should be completed at the end of each internship week when the details of the work week are still fresh in the student intern's mind*. Although the Assignment Schedule indicates 10 weeks of actual work at the internship institution (i.e., Periods 3–12), the number of weeks may vary slightly depending upon the arrangement with the internship institution; however, the total number of internship hours of work (135 for a doctoral student; 120 for a master's student) at the internship institution must be completed.
5. Internship hours should be approximately an equal number spread over approximately 10 weeks. For example, a master's student completing 120 internship hours over 3 weeks @ 40 hours/week would be unacceptable; however, a doctoral student completing 135 internship hours over 9 weeks @ 15 hours/week or a master's student completing 120 internship hours over 11 weeks @ 11 hours/week would be acceptable. *Note that the actual work weeks and daily schedule should be coordinated with the field supervisor before the internship begins so that the supervisor is able to anticipate and plan for the intern's work.*
6. **The expectation is that the student intern will perform in an outstanding manner defined as follows: be punctual in all assignments; accept all assignments earnestly, competently, and professionally; show initiative to work above expectations; show a serious effort to learn all aspects of given assignments; and apply his or her knowledge to the accomplishment of such assignments.**
7. If the student intern experiences any major problems during the internship (e.g., extreme deviation from the Work Plan, a projected inability to complete the total number of hours, difficulty with the field supervisor), he or she should contact the instructor immediately via email and phone. If the field supervisor experiences any major problems with the student intern (e.g., very poor work quality, very poor attitude, or extreme lack of dependability), he or she should contact the instructor immediately via email and phone. Note that a "major" problem is one that cannot or should not be reconciled between the student intern and the field supervisor.
8. The student intern should provide the field supervisor with the End-of-Course Student Intern Evaluation (see Appendix C) by 11/18 so that the field supervisor can email the completed evaluation to the instructor by 12/1.
9. Alignment of student learning outcomes with assessments: The Internship Weekly Journal should reflect the Work Plan in that all student learning outcomes must be supported by at least one activity, duty, task, or project. The Weekly Journal will be evaluated based upon quality of writing, depth of discussion, and coverage of all student learning outcomes.

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.

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>

Interaction with Instructor Statement

The preferred method of communication is email; thus, use email to message as well as schedule e-conferencing.

The assessment feedback time is within one week of the assignment due date. Any delays in this time (e.g., due to travel) will be communicated.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, TAMUC time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor in advance of the due date/time (note: a request for an extension in advance of the due date/time does not mean an extension is approved; explicit approval before the due date/time is required to avoid a zero). Exigencies will be handled on a case-by-case basis.

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).
<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 13.99.99.R0.10](#)

[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>

Artificial Intelligence

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence (AI), ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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/)

<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.

Counseling Center

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

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.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



COURSE CALENDAR

Period	Dates	Assignments
1	8/26 – 9/1	Coordinate With Internship Institution and Field Supervisor
2	9/2 – 9/8	Submit Work Plan (due midnight* 9/8)
3	9/9 – 9/15	Complete Journal Entry for Week 1
4	9/16 – 9/22	Complete Journal Entry for Week 2
5	9/23 – 9/29	Complete Journal Entry for Week 3
6	9/30 – 10/6	Complete Journal Entry for Week 4
7	10/7 – 10/13	Complete Journal Entry for Week 5
8	10/14 – 10/20	Complete Journal Entry for Week 6
9	10/21 – 10/27	Complete Journal Entry for Week 7
10	10/28 – 11/3	Complete Journal Entry for Week 8
11	11/4 – 11/10	Complete Journal Entry for Week 9
12	11/11 – 11/17	Complete Journal Entry for Week 10
13	11/18 – 11/24	<ul style="list-style-type: none"> • Complete Internship Weekly Journal • Field Supervisor Complete Evaluation
14	11/25 – 12/1	<ul style="list-style-type: none"> • Submit Internship Weekly Journal • Field Supervisor Submit Evaluation (both due midnight* 12/1)

*End of the day, TAMUC time

APPENDIX A
INTERNSHIP WORK PLAN

Student Intern Information

Name: _____

TAMUC Degree Program: _____

Internship Information

Institution

Name: _____

Location: _____

Field Supervisor

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Internship

Location (i.e., name of unit): _____

Approximate number of weeks: _____

Approximate number of hours per week: _____

Projected work weeks (include actual dates*): _____

*Note. The student intern should establish a work schedule with the field supervisor to include specific hours of work. The student intern must inform the field supervisor if projected dates/times of work cannot be met prior to any missed time; if an emergency precludes prior notice, the student intern should inform the field supervisor as soon as possible.

Work Details

Student Learning Outcomes ¹	Specific Activity, Duty, Task, or Project ²
Demonstrate problem solving and decision making in higher education while planning, implementing, and evaluating policies within an institutional setting.	
Explain the roles and responsibilities of a higher education faculty member, instructional leader, or administrator.	
Synthesize information gleaned from the internship to narrow the gap between higher education theory and practice.	
Apply internship field experiences to higher education coursework and current/future employment within a college or university.	

Notes:

¹There must be at least one specific activity, duty, task, or project listed for each student learning outcome.

²Identify specific activities, duties, tasks, or projects that will *support* (i.e., provides direct experience in doing or relevant knowledge that informs) the associated student learning outcome; provide as much detail as possible.

Attestations of Concurrence

Student Intern:

1. I agree to work the minimum number of hours (135 for a doctoral student; 120 for a master's student) at my internship institution;
2. I agree to fulfill the activities/duties/tasks/projects outlined above earnestly, competently, and professionally to the best of my abilities;
3. I will not conduct research that requires my interaction with human subjects; and
4. I will keep my field supervisor abreast of any necessary variations to my work schedule with prior notice if at all possible.

Signature: _____ Date: _____

Field Supervisor:

1. I agree to allow the student intern to work the minimum number of hours (135 for a doctoral student; 120 for a master's student) at my institution;
2. I agree to only assign activities/duties/tasks/projects that support the course learning outcomes;
3. I agree that if the student intern is assigned an activity/duty/task/project that supports research, my institution is solely responsible for all facets of the research including the protection of human subjects; and
4. I agree to email the end-of-course student intern evaluation to Prof. Michael Ponton (Michael.Ponton@tamuc.edu) by December 1, 2024.

Signature: _____ Date: _____

APPENDIX B
INTERNSHIP WEEKLY JOURNAL

Student Intern Information

Name: _____

TAMUC Degree Program: _____

Internship Information

Institution

Name: _____

Location: _____

Field Supervisor

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Internship Location (i.e., name of unit): _____

Directions: Complete the following information at the end of each internship week. After completing the entire internship, email the completed journal to Prof. Michael Ponton (Michael.Ponton@tamuc.edu) by December 1, 2024.

Week Number and Dates: _____

Number of hours worked during this week: _____

Describe specific assignments, duties, tasks, or projects in which you participated and discuss how they are helping you to accomplish associated learning outcomes.

APPENDIX C

FIELD SUPERVISOR END-OF-COURSE STUDENT INTERN EVALUATION

Email to Prof. Michael Ponton (Michael.Ponton@tamuc.edu) by December 1, 2024

Student Intern Information

Name: _____

TAMUC Degree Program: _____

Internship Information

Institution

Name: _____

Location: _____

Field Supervisor

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Internship Location (i.e., name of unit): _____

Evaluation

Overall Evaluation (0-100): _____

Number of Hours for Student Internship Work*: _____

*If less than 135 for a doctoral student or 120 for a master's student, you MUST assign a "U" rating in the FIRST category below.

Directions: Please evaluate the student intern's performance on each of the categories below. Select the appropriate letter using the following definitions as a guide:

Outstanding (O): The student intern was punctual in all assignments; accepted all assignments earnestly, competently, and professionally; and showed initiative to work above expectations. The student intern made a serious effort to learn all aspects of given assignments and apply his or her knowledge to the accomplishment of such assignments.

Excellent (E): Shortcomings in job performance existed but were minimal, and the student intern otherwise worked earnestly, competently, and professionally.

Satisfactory (S): The student intern completed assignments but failed to demonstrate any initiative to work above expectations. The student intern did not demonstrate an above average intent to learn or apply acquired knowledge to assignments.

Marginal (M): The student intern failed to complete some assignments in the expected timeframe or failed to comply with a few standards expected of a working professional.

Unsatisfactory (U): The student intern failed to complete a majority of assignments in the expected timeframe or failed to comply with many standards expected of a working professional.

Not observed (X): If you are unable to personally assess something due to a lack of observation, please ask a co-worker to render an assessment on the student intern for the category in question (if this is not possible, select "X").

CATEGORY**EVALUATION**

Met required hours of participation	O				U	
Reported for duty on time	O	E	S	M	U	X
Eagerness to accept assignments	O	E	S	M	U	X
Eagerness to learn assigned tasks	O	E	S	M	U	X
Required little to no supervision	O	E	S	M	U	X
Responsive to supervision	O	E	S	M	U	X
Cooperated with coworkers	O	E	S	M	U	X
Kept supervisors informed	O	E	S	M	U	X
Completed assigned tasks	O	E	S	M	U	X

Please feel free to comment on specific observations/overall impressions of this student intern:

Signature: _____ Date: _____

The syllabus/schedule are subject to change.