



COLLEGE OF
Business

A&M-COMMERCE

Internship Course Syllabus
Fall 2024

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

GRAD: 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. The work of the student intern will be similar to the work expected of a newly hired graduate with the student identifying and understanding the practices and protocols of the organization. Many companies will treat you just like a staff member. Students will also be expected to identify and understand what skills are transferable while simultaneously assessing their own personal skill set. An internship also offers students the opportunity to refine and reassess individual career goals. Remember, you want to leave your employer with a positive impression of yourself and your business program. As an intern, you are an ambassador of the College of Business and Texas A&M University-Commerce!

Course Administration: The primary source of course information and interaction is the course website hosted within MyLeoOnline (<https://myleoonline.tamuc.edu/d21/login>). The course is organized in modules and journal reflection assignment(s). In addition your supervisor must perform two performance evaluations of your work and two timesheets will be turned in. Due dates and assignment descriptions are provided below.

Course Interactions/Communication & Office Hours: If you have general course-related questions, please post them in the Discussion Forum that has been created for this purpose; if you have questions that are of a personal nature related to your performance or your internship, please reach out via email to Shernay Wormley, as she will be the over overseeing the course. I will respond to all inquiries (posted or direct) 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.

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.

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 responsibility, direct supervisor name & contact info, etc., and CPT for International students.
4. Receive approvals from Academic Advising, COB Department Head, and Career Services

- prior to enrollment
5. Present an Offer Letter or Email Offer of Internship must be submitted with 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 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.

Course Assignments, Due Dates & Grading: In addition to completing your actual internship, the following assignments will comprise your grade. These dates are a guideline.

Week 1- August 23-28th	Due: 11:59pm August 28th	Take a photo of your workplace and with your manager.
Week 2- Sep.1 –Sep. 8th	Due: 11:59pm Sep. 8	Focus 2 –Self Assessments
Journal 1- Monthly Summary- August	Due: 11:59pm August 30th	Overview of weekly tasks for the month and course or subject takeaways.
Journal 2- Monthly Summary- September	Due: 11:59pm Sep. 30th	Overview of weekly tasks for the month and course or subject takeaways.
Journal 3- Monthly Summary- October	Due: 11:59pm October 31st	Overview of weekly tasks for the month and course or subject takeaways.
Journal 3- Monthly Summary- November	Due: 11:59pm November 30th	Overview of weekly tasks for the month and course or subject takeaways.
Journal 3- Monthly Summary- December	Due: 11:59pm December 10th	Overview of weekly tasks for the month and course or subject takeaways.
Extra Credit- Career Reflection assignment	Due: 11:59 Dec.8	Attend a Career Related Event- Networking or Career Fair. Take a photo and write one paragraph about the event you chose.
*Midterm Evaluation and Timesheet	Due: <i>Week of Sep.16th</i>	Supervisor and you sign
Final Evaluation and Timesheet	Due: 11:59pm Dec.10th	Supervisor and you sign
Final Paper	Due: 11:59pm Dec.10th	3–4-page overview of your internship job and how it relates to your major. Include also if you received a job offer in this final paper. Or if you did not, what could be a cause for this decision from your employer.

Internship Survey	Due: 11:59pm Dec.10th	Required for final evaluation.
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*Midterm and Final Timesheets and Evaluations can be in the Course Content.

Mid-term & Final Evaluations- Mid-term and Final evaluations must be completed by your internship supervisor. **They must be signed by you and your supervisor to receive credit.** 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. They must be signed by you and your supervisor to receive credit** 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. **I will not take them via email.**

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 Shernay Wormley at COBCareers@tamuc.edu immediately.

Late or Missed Work: Because interns begin and end their internships at different times in the semester, this is a work-at-your-own pace course. You should exercise time management skills to complete your assignments in accordance with the syllabi.

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. My personal policy, which will guide this course, is: I trust you to behave honestly and ethically in all circumstances. Please ask me about what is proper and what is not.

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 Service
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

<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.

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

STATEMENT ON AI USE IN COURSES:

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, 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.