



## HC 495.1HW Internship

**COURSE SYLLABUS: Spring 2024**

### INSTRUCTOR INFORMATION

**Course Instructor:** Lindsay Svane, MS

**Office:** Velma K. Waters Library, 156

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**Email:** [lindsay.svane@tamuc.edu](mailto:lindsay.svane@tamuc.edu)

#### **Optional Course Materials**

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, marketable skills, 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:**

- An understanding of how major coursework ties together a variety of professional disciplines and areas of potential interest.
- 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.
- Develop professional connections and identify a strategy for maintaining those connections after internship completion.
- Reflection on the internship experiences, including:

- o Ability to articulate what was learned and how it will be apply to your professional career goals (marketable skills development).
- o Identification of professions that may be of interest as a result of this experience
- o 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.

**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.

**Course 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 work collaboratively with site supervisors to complete required assignment. Assessment details and due dates will be posted in D2L through the course calendar and course content tabs. Assignments can be submitted late for partial credit up to 48 hours after original due date. **Anything submitted after 48 hours will receive no credit.**

**Participation & 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:

A = EXCELLENT	90% -100%	(360-400 points)
B = GOOD	80% - 89%	(320-359 points)
C = AVERAGE	70% - 79%	(280-319 points)
D = POOR	60% - 69%	(240-279 points)
F = FAILURE	59% or below	(239 points or below)

Assignment	Description	Due
<b>Weekly journal</b> 10 @ 10 points each (100 pts)	Write down your experiences and identify skills being developed by documenting in a weekly journal or blog. Individual topics will be provided.	Most weeks-Sundays by midnight
<b>Informational interview</b> (25 pts)	Conduct an informational interview with an individual in your department or organization <u>other than your site supervisor</u> to explore a profession of interest and summarize your findings.	February 28 by midnight
<b>Midterm assignment</b> (25 pts)	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.	March 7 by midnight

<b>Submit an updated resume</b> (25 points)	Add details about your experience including new skills developed and results obtained during the internship.	April 25 by midnight
<b>Supervisor's assessment</b> (40 pts)	Can be submitted directly from the site supervisor to the Honors Academic Coordinator or to the student for D2L upload	May 7 by midnight
<b>Final Presentation</b> (150 pts)	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.	May 7 by midnight

*Note that some completed assignments may become a permanent part of departmental and/or College records which other faculty and staff may read as part of the ongoing process of assessment. **Course requirements and documentation of internship activity (may be edited/alterd by the Instructor)***

### **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 16 week fall term (January 13-May2). 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 (Honors Academic Coordinator)**

- Approve, oversee, and grade academic assignments
- 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

### **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. Erin Webster Garrett. 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](#)

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

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>

### **ETAMU Attendance**

For more information about the attendance policy, please visit the webpages below.

[Attendance](#),

<https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

## Academic Integrity

Students at East Texas A&M University 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 Students Academic Integrity Policy and Form

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Undergraduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

### Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormoId.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 Services

Velma K. Waters Library- Room 162

**Phone (903) 886-5150**

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

**Website:** <https://www.tamuc.edu/student-disability-services/>

## **Nondiscrimination Notice**

East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **East Texas A&M Supports Students' Mental Health**

### **Counseling Center Services**

The Counseling Center at East Texas A&M University, 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 [Counseling Center - Texas A&M University-Commerce \(tamuc.edu\)](#)

### **Use of Artificial Intelligence**

East Texas A&M University 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.