



COLLEGE OF
Business
EAST TEXAS A&M

INTERNSHIP COURSE SYLLABUS

COURSE SYLLABUS: Summer 2025

Graduate Courses: FIN 580, MKT 580, ACCT 580, MGT 580, and BUSA 580

INSTRUCTOR INFORMATION

Instructor:	Dr. Nancy Albers, Dean College of Business
Co-Instructor:	Yazan Kakish, Director of Marketing and Communications
Office Location:	Dallas, 20 th Floor, Room 2054
Office Hours:	By Appointment
MKT Office Phone:	903-886-5692
Office Fax:	903-886-5693
University Email Address:	Yazan.Kakish@tamuc.edu
Communication:	For all inquiries (personal concerns, questions, etc.) please email the course Co-instructor Yazan Kakish. You can expect an email response back within 24 hours (except on weekends). Please ensure you are using your myLeo email address and include the course name, section, and subject in the subject line. You are expected to check your emails at least once a day and log into your d2l at least twice a week. If you don't respond to emails or log in over a prolonged period (5 days) then I will assume you intend to drop the course.

Welcome students to your internship course this Summer Semester (June 02 till August 07, 2025). I am excited to have you begin this important step in your academic and professional journey. This course is designed to help you gain meaningful real-world experience in your field, where you will apply the knowledge and skills you've developed in the classroom to a professional setting.

An internship is an incredibly valuable opportunity that can play a major role in securing full-time employment after graduation. You will be expected to perform duties similar to those of a newly hired graduate, while also observing and learning the practices, protocols, and culture of your host organization.

Throughout this experience, you will be encouraged to reflect on your strengths, identify transferable skills, and refine your long-term career goals. Remember, as an intern, you are not only representing yourself—but also the College of Business and East Texas A&M University. Make this experience count!

I look forward to being your instructor for this course and expect to have an amazing semester.

Thanks,
Dr. Nancy Albers, Dean College of Business

COURSE INFORMATION

Required Materials

There are no textbooks or required course materials for this internship course. However, you are required to provide the following documentation:

1. **Letter of Verification from Employer (on company letterhead)**
This letter must be submitted by the end of the first week of class and include:
 - Start and end dates of the internship
 - Weekly schedule (days and hours)
 - Supervisor's full name, title, email address, and phone number
2. **Internship Schedule Compliance**
The instructor reserves the right to contact your supervisor periodically to verify adherence to the agreed schedule and performance expectations.

Course Description

This course is a supervised professional work experience designed to provide students with hands-on exposure to the business world. Students will be expected to perform tasks similar to those of an entry-level professional in their area of study, understand organizational behavior, evaluate professional practices, and assess their fit within their chosen career path.

COURSE REQUIREMENTS

GRADING POLICY

This course is evaluated on a **Pass / Not Pass** basis. To earn a "Pass" and receive credit for this 3-hour course, students must meet all of the following requirements:

Graded Requirements

Assignment	Description	Weight
Internship Verification Letter	Submit signed letter with required details from employer	Required
Internship Completion	Fulfill agreed-upon hours and duties as outlined in the employer letter	Required
Final Reflection Essay	Submit a 500-word essay reflecting on the internship experience	Required

FINAL REFLECTION ESSAY

To successfully complete this course, students must submit a 500-word reflection essay by Monday, July 04, 2025. The essay should address the following:

- How did your coursework from the College of Business prepare you for your internship?
- What key skills or lessons did you gain during your internship?
- How has this internship shaped or clarified your future career plans?
- How do you intend to apply what you learned in future jobs?

RUBRIC FOR FINAL REFLECTION ESSAY

Criteria	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)
Integration of Coursework	Makes little or no connection between academic learning and internship	Draws some meaningful connections to coursework	Thoroughly integrates academic knowledge into workplace experience
Description of Internship Experience	Vague or superficial summary	Clear summary of tasks, responsibilities, and learning	Detailed, thoughtful, and insightful reflection on experience
Career Insight	Little to no discussion of future goals	Demonstrates some clarity in career direction	Clearly articulates refined or redefined career goals
Writing Quality	Contains several grammar/spelling issues, lacks structure	Mostly well-written with minor errors	Well-organized, clear, and free of grammatical errors

ATTENDANCE AND PARTICIPATION

Attendance is based on consistent engagement with your internship and timely submission of all course requirements.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the 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 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.

<https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

1. **Put all deadlines in your planner/calendar/phone. Deadlines are very important in business, and I expect you to keep up with them.**
2. **Be a contributing team member. Do your fair share and don't keep team members wondering if you're going to come through. Communicate.**
3. **Login at least every other day during the semester. Check emails daily.**

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.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

NOTE: Please do not use any form of Artificial Intelligence (AI) for any assignments in this course. I am only interested in reading your work, not that of a computer.

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>

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

<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

East Texas A&M University

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/>

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 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.

AI use policy [May 2023]

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