



Course Syllabus

Course Information

Course number: ISAH 4V88 Internship

Meeting times: Independent Study

Term: Spring 2008

Professor Contact Information

Professor's name: Mickey Choate, MS, LPC

Phone number: 972.883.4270

Email: mickey.choate@utdallas.edu (*NOT* through WebCT)

Office location: Career Center - MC 1.312

Office hours: Monday – Friday by appointment

Other information: The best ways to reach me are direct email or by phone (not through WEBCT). Please put the course name in your subject line and include your first and last name in your message. I do not reply to anonymous phone or email messages.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

The internship site must be approved by either me or the Career Center Internship Coordinator prior to receiving permission to register for the class. You are required to create or update your UTD CareerWorks account with the Career Center. Go to www.utdallas.edu/career/ and click on the UTD CareerWorks logo to begin the process. You do not need to upload a resume for the class. You will also need to complete the required Career Center's forms provided to you by the Career Center Internship Coordinator.

Course Description

You have the unique opportunity to integrate academic learning with your internship experience in this course. With this in mind, you should not view this internship as just another “job,” but as a chance to refine your skills, develop new abilities, and to learn more about the work world. To take full advantage of this opportunity, you will identify specific learning goals & objectives, keep a journal of your workplace experiences, complete assigned memos & evaluations, maintain contact with me, and prepare a written report. The report will focus on the accomplishments and insights gained through the internship experience. The course is graded Credit/No Credit (CR/NC). There will be no final examination due to the nature of this course.

Student Learning Objectives/Outcomes

Upon completion of this course, students will have:

- Integrated prior academic learning and theory with their internship assignments to solve problems at their work sites.
- Demonstrated their ability to conduct research utilizing a variety of sources to apply to problems at their work sites.
- Demonstrated their ability to write clear, concise, and grammatically correct sentences.

- Identified major problems and professional issues in the industry where they are working and addressed the additional skills and education required to remedy these situations.

Required Textbooks and Materials

There is no textbook required for this course.

Suggested Course Materials

None required

Assignments & Academic Calendar

All written assignments must be well organized, and free of spelling and grammatical errors. Assignments should be double-spaced, printed in 12-14 font, with one inch margins. Handwritten work will not be accepted. Late work will not be accepted.

Learning Objectives

Complete the Learning Objectives form with your supervisor and have them sign it. Schedule a meeting with me by January 18 to discuss the form and the syllabus.

Memos

The memos should document the dates covered and the number of hours worked during each time period. Address the assigned topic and include any modifications of job responsibilities, schedule changes, or any other changes that should be brought to my attention. The memos should be brief and clearly written. One to two pages is sufficient.

The memos may be emailed to me.

Monday, February 4

Topic: Include a brief statement regarding progress towards your learning objectives. Describe one specific problem that you recently encountered in your workplace and how you resolved the situation.

Monday, March 17

Topic: Summarize your learning objectives for the semester and describe your progress towards attaining them. Describe your observations about the culture of the company or organization. This may include things such as the stated values and implied “unwritten” values. Describe how decisions are made and how open or closed the communication lines appear to be. Describe how formal or informal the workplace is along with your personal preferences.

Workplace Site Visit Due: Complete by Monday, April 28

I will visit with you and your supervisor at least once during the semester to discuss your progress towards the learning objectives and to assess how you are doing in your internship. This meeting will be held at an arranged time that is convenient for everyone involved. My meeting with you may also take place in the UT-Dallas Career Center, based upon schedules and other factors.

Evaluations Due: Monday, April 28

Evaluation forms will be emailed out around April 7. One of these is for your supervisor to complete with you; the other one is for you to evaluate the setting and internship position you are currently working in.

Journal Due: Monday, April 28

The journal is a brief summary of what you work on each day during the dates covered for the class. Include information about your day and the projects you are working on. Include your thoughts and observations about the things you experience. The journal documenting the dates covered and the number of hours worked weekly is due with the final report.

Final Project Due: Monday, April 28

The final project should reflect your ability to confidently discuss your experience, highlighting how your internship position fits into your academic career. The written report should be a minimum of 10 pages in length, double-spaced, printed in 12-14 font, with one inch margins. Charts, graphics, or tables may be included in an appendix but will not count toward the total page requirements. This assignment must be well-organized and free of spelling and grammatical errors. Above all, your project should be original and insightful. The final project and journal may be either emailed to me or turned in at the Career Center. Please do not fax your final project and journal.

The paper should reflect your individual experience. I expect each student to tailor the following guidelines to achieve this. Projects may include the following:

1. An introduction.
 - *This section should give an overview of the themes and/or topics addressed in your paper. It should also include a brief description of the company. Remember to cite any reference materials. Please consult a style manual (APA or MLA).
2. A description of the hiring process.
 - *How did you prepare for the interview?
 - *What was the interview process like?
 - *Why did the company hire you?
 - *Why did you accept this particular position?
3. A description of your specific project or assignment.
 - *Explain your work schedule, your department, and the department hierarchy.
 - *Describe your typical day.
 - *Describe specific projects you are working on.
 - *Describe the skills that you are acquiring and developing.
4. A description of how previous or current academic course work relates to the internship experience.
 - *How has your previous coursework prepared you for this position?
 - *What courses are you planning to take as a result of your internship?
5. A description of problems faced on the job such as problems with other employees, resources, and materials. Describe problems related to production or product development if applicable. Include descriptions of how these situations were addressed and resolved.

6. Your analysis of the corporate culture.
 - *What is the mission, vision, & values statement of the company or organization?
 - *What are some of the unspoken values which are important in your company or organization?
 - *How do your values match up with the stated and implied values of the company or organization?
 - *Describe how decisions are made.
 - *Describe how open or closed the communication lines appear to be.
 - *How formal or informal is the workplace?
 - *What have you learned through your observations about organizational politics?
7. A summary and recommendations.
 - *Has your internship position changed your future career plans?
 - *What are you planning on doing as a result of your internship?
 - *What are your short and long term goals?

Other matters that may be addressed include training, conferences, travel, and industry-related issues.

A well prepared paper fulfills the following criteria:

1. Is neatly typed with no typographical errors.
2. No mistakes in spelling, grammar, or punctuation.
3. Paper is well organized and shows evidence that the student has considered the problems of applying theory to practice at the work site.
4. Appropriate examples from own observations.
5. Double-spaced, 12-14 font, and one inch margins.

Summary of Academic Calendar

Due Date	Assignment
January 18:	Meet with me by this date and turn in the completed Learning Objectives and required Career Center forms
February 4:	First Memo (may be emailed to me)
March 17:	Second Memo (may be emailed to me)
April 28:	Workplace Site Visit completed by this date – contact me once you are settled into your routine to arrange the meeting
April 28:	Evaluations (may be either faxed, scanned and emailed, or turned in at my office)
	Journal (may be emailed to me or turned in at my office)
	Final Project (may be emailed to me or turned in at my office)

Course Requirements and Grading

Grading: The class is graded as Credit/No Credit (CR/NC). Each assignment will be worth points. *You must obtain a minimum of 80 points to receive credit for the class.*

Point Distribution

• Final Paper	60
• Memo 1 & 2	20
• Journal	10
• Final Evaluations	5
• Site Visit	5
	100 Points

Course & Professor Policies

Late work will not be accepted.

UNIVERSITY OF TEXAS AT DALLAS POLICIES AND RULES

UTD Writing Lab

Writing related assistance and resources are available through the Learning Resource Center's Writing Lab located on the second floor of the McDermott Library Building in Room MC 2.402. The Writing Lab is open Monday through Thursday from 9:00 a.m. until 8:00 p.m. and Friday from 9:00 a.m. to 5:00 p.m. for appointments. The phone number is 972.883.6707.

Field Trip Policies

Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Students are required to turn in the signed University's Release and Indemnification Agreement form to the professor or Internship Coordinator prior to participating in the internship.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part I, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the professor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent").

Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations.

Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the professor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the professor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an professor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the professor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and professor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.