Jindal School of Management - Management Internship

Graduate Syllabus for ALL Sections

MAS 8V00, MIS 6V98

Faculty:

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

- Students should work with the Career Center to be selected for an internship or to update the Career Center on their internship before seeking approval to enroll in this course. After receiving approval from the Career Center, students must also receive Program level approval to enroll in this course (see item 1 in the Course Requirements section below).
- Graduate students must have completed a minimum of 12 hours of management courses before registering for this internship; this should include 12 hours from the **core classes** of the student's intended degree. (Please note: international students must also meet university requirement for CPT authorization, which for most students requires completing two long semesters of coursework.)
- Graduate students can earn up to 3 credit hours (maximum of 3 semesters per degree level) of Internship/Co-op credit towards graduation if elective credits are available on the student's degree plan.
    - Credit hours granted are based on minimum number of hours worked on internship. Students may enroll for fewer credit hours if desired.
        - 1 Credit Hour (80-159 work hours)
        - 2 Credit Hours (160-239 work hours)
        - 3 Credit Hours (240+ work hours)
- Students currently employed full-time seeking to obtain credit via the internship program need to receive PRIOR APPROVAL to enroll. A one-page document (signed by the supervisor) identifying the scope of a **new** learning project must be submitted to the academic program manager.
- Internship must be related to current major/program and degree level.

Student Learning Objectives/Outcomes/Due Dates

1. An internship will provide you with an opportunity to integrate career-related skills learned in an academic setting into a supervised work experience.
2. You will obtain experience in your degree field.
3. You will have an opportunity to network and develop connections, observe different leadership and decision-making styles and learn more about how a business functions.

Grading Policy
This is a pass/fail course. To earn a pass for the class you must submit all assignments by the due date listed in e-learning. Failure to turn in these items by the due date will result in a "fail" grade.
NO Deviations or Exceptions to the grading policy!

Course Requirements - 0-1 Credit hour

1. **Develop and list three specific goals & objectives using the form in eLearning Assignments. Review the goals with your site supervisor at the company offering the internship and have them approved. Submit the goals to your assigned faculty person through eLearning within the first 2 weeks of your internship:** *Form must be signed by supervisor*.
2. **Participate in site visit:** Your assigned faculty person may schedule a brief visit with your supervisor (@ work location) during the semester to discuss your work experience. It is your responsibility to insure our office has the correct contact information, and to assist in arranging for a visit with your supervisor.
3. **Complete the skills survey for your specific internship.**
4. **Final Project Internship Poster** See detail below.
5. Complete an evaluation form from your internship supervisor and an evaluation form from you. You and your supervisor will receive an email with a link to an online evaluation form. It is important for you and your supervisor to complete the online evaluation by the due date.

Course Requirements - 2 Credit hours

1. **Develop and list three specific goals & objectives using the form in eLearning Assignments. Review the goals with your site supervisor at the company offering the internship and have them approved. Submit the goals to your assigned faculty person through eLearning within the first 2 weeks of your internship:** *supervisor must sign Form*.
2. **Participate in site visit:** Your assigned faculty person may schedule a brief visit with your supervisor (@ work location) during the semester to discuss your work experience. It is your responsibility to insure our office has the correct contact information, and to assist in arranging for a visit with your supervisor.
3. **Complete the skills survey for your specific internship.**
4. **Submit Final Journal** See detail below.
5. **Final Project Internship Poster** See detail below.
6. Complete an evaluation form from your internship supervisor and an evaluation form from you. You and your supervisor will receive an email with a link to an online evaluation form. It is important for you and your supervisor to complete the online evaluation by the due date.

Course Requirements - 3 Credit hours

1. **Develop and list three specific goals & objectives using the form in eLearning Assignments. Review the goals with your site supervisor at the company offering the internship and have them approved. Submit the goals to your assigned faculty person through eLearning within the first 2 weeks of your internship:** *supervisor must sign Form*.
2. **Participate in site visit:** Your assigned faculty person may schedule a brief visit with your supervisor (@ work location) during the semester to discuss your work experience. It is your responsibility to insure our office has the correct contact information, and to assist in arranging for a visit with your supervisor.
3. **Complete the skills survey for your specific internship.**
4. **Final Internship Report** See detail below.
5. Complete an evaluation form from your internship supervisor and an evaluation form from you. You and your supervisor will receive an email with a link to an online evaluation form. It is important for you and your supervisor to complete the online evaluation by the due date.

The Journal Specifications

The purpose of the journal is to assist you in recording what you learn about your job and your professional role as an intern for your company. You may use the journal to explore your understanding of your professional world – the world of work. Your journal may explore topics of interpersonal relationships, cultural differences, task understanding and implementation, etc. The regular examination of what you are learning will make you more effective and employable. The added benefit is to assist your decision-making – "Is this the right work for me?"

The journal is a record of what you do and learn on the job. You may make daily or weekly entries, but **you must write at least two paragraphs per week**. A paragraph is defined as at least five sentences:

- Introduction
- Support
- Conclusion

You may touch on:

- Analysis you are completing
- Interactions, positive and negative, with co-workers
- Organizational culture insights
- Failures and/ or successes and what you learned

Format:

- Typed in 12 pt. font, Times New Roman or Calibri, Normal Margins, Double-spaced

- At least two paragraphs per week, no more than one page per week
    - Date of week
    - Title of Summary
- Handwritten journals will not be accepted
- Submit by the due date in a Word Document
- Must be meaningful entries and relevant to your position

Internship Poster Specifications

Format for Final Submission: Students and/or teams must prepare a standard research poster project. Each poster should fit within dimensions of 30 inches high by 60 inches wide. ***Please submit an electronic copy of the poster in eLearning.***

Individual students or teams (two (2) students per team, must work for the same employer in the same department) can submit a poster for their final project in the internship class. Your research poster project must be about your internship. You must obtain permission prior to working in a team.

Students and/or teams will find information on poster preparation at a number of sites on the web. For example, a search on "Research Poster Guidelines" returned the following items:

- A professor in the Biology Department at Swarthmore has made available for download a PowerPoint template "designed for a 30 x 60" poster, easily modified for other sizes (though PowerPoint restricts page width to no more than 56")." The website also has pictures of posters and poster sessions that will give you an idea of their organization. http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm
- New York University has a good website, which reviews guidelines for both content and design. http://guides.nyu.edu/c.php?g=276826&p=1846154

The project can be an innovative application of management theory or techniques, the improvement of an existing application, or a solution to a problem in your internship. Students need to discuss the confidentiality of the work they have done for their specific company with their supervisor, and adjust their poster presentation to consider those. Should your poster involve proprietary information, the name of the company can be changed.

You will be graded on the creativity and applicability of the idea or research, the completeness of the documentation on the submitted poster and the quality of the presentation and description of methods.

Final Internship Report Specifications

You will submit a well-prepared paper documenting your internship experience.
Typed in 12 pt. font, Times New Roman or Calibri, Normal Margins, Double-spaced

- Cover Page
  - Title
  - Your name
  - Semester
  - Date
- Preface page
  - Internship Start Date
  - Internship End Date
  - Company name
  - Supervisor's name
  - Supervisor's title
  - Supervisor's phone number
- Table of Contents
  - Must include page numbers
- Introduction
  - Background information on your company
    - Keep it short
    - Do not copy from the company website – Use your words
- Discussion
  - It is your decision regarding the structure and content to support the learning goals and objectives submitted by you in your first assignment
  - This paper must be informative and meaningful for your intended audience – your instructor and other students exploring this company and position
- Lessons Learned
  - What did you learn – be specific
  - How will what you have learned inform and impact your future career goals (short and long-term)
- Attachments
  - Reports/ screens design
  - Sections of code
  - Organizational chart(s)
  - Bibliography
  - Footnotes
    - Do not submit a report with only visual elements

Be sure to edit and proofread carefully! You should produce an interesting and well - written report. No limit is set on the length of this paper, but the minimum equivalent of 10 double spaced pages (not including exhibits, cover, preface, and table of contents pages) would seem to be necessary.

Your grade on the paper will depend on the following factors:

- The quality, layout, and professionalism of the written presentation
  - Expect severe grade penalties for spelling and grammar mistakes.

        - Search for and check for all cases of typical spelling mistakes (then <> than, their <> there, to <> too)
    - Proofread your paper multiple times and look for opportunities to simplify and improve the writing.
        - For example, instead of "... is able to be developed..." ◊"... can be developed..."
        - Use the grammar check in Word
    - Add images when the discussion related to something visual (at least in some cases)
    - Add code snippet and explanation when the discussion relates to code (at least in some cases).
    - When reasonable, insert images and code snippets in line with the text instead of as Attachments.
        - The idea is to avoid forcing the reader to alternate between pages.
- The extent to which you synthesized your experience into interesting and meaningful insights for other ITM students.
- The extent to which the paper (and my judgment) indicates you have tried and succeeded in turning the internship into a productive and meaningful experience (given the circumstances).
- Submit by the due date in a Word Document

Course & Instructor Policies

1. Questions concerning the assignments should be directed to your assigned faculty person.
2. If you experience any problems that require our assistance or if your internship ends suddenly for any reason, please contact your assigned faculty person immediately.
3. If you have any issues that might impact your completion of the requirements for this course, please contact your assigned faculty person immediately.
4. You are expected to have read the syllabus before your first day of employment.
5. You are expected to check your email regularly and promptly read all messages from your assigned faculty person.

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.

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 1, 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, your assigned faculty person cannot drop or withdraw any student. In the process of withdrawing from this class, you should also contact the Career Center. 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 instructor, 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 deal 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 the Office of Student AccessAbility is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in

Student AccessAbility
Student Services Building 3.200
Phone: 972-883-2098
Fax: 972-883-6561
Email: **studentaccessability@utdallas.edu**
Website: **http://www.utdallas.edu/studentaccess/**

If you believe that you need accommodations for a disability, please contact the Office of Student AccessAbility (OSA) to set up an appointment to discuss your needs and process for requesting accommodations. OSA is responsible for coordinating disability-related academic accommodations and will provide students with documented disabilities an accommodation authorization letter to be delivered to each faculty member that is appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact OSA as soon as possible.

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 instructor 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 instructor 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 instructor 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 instructor 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 instructor 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 assigned faculty person.