

Jindal School of Management - Management Internship

Graduate Syllabus for ALL Sections

ENTP 6v97, FIN 6v98, HMGD 6v98, IMS 6v98, MAS 6v00, MIS 6v98, MKT 6v98, OPRE 6v98

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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. (NOTE: MS students in ENTP and FIN need to seek program director approval prior to Career Center approval).
- 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 the internship and other required deliverables as summarized below:
 - 1 Credit Hour (80-159 work hours)- Deliverables include internship goals, and a 5 page final paper/presentation
 - 2 Credit Hours (160-239 work hours- Deliverables include internship goals, a weekly journal listing accomplishments and your thoughts and comments on the weekly activity, and a 7-10 page final paper/presentation.
 - 3 Credit Hours (240+ work hours)- Deliverables include internship goals, a weekly journal listing accomplishment and your thoughts and comments on the weekly activity, one page summaries of interviews with three managers

in the industry about issues or problems that they face, and a 10 page final report/presentation.

- 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. Construct a set of three goals or objectives to accomplish during the internship and submit during the first two weeks of your internship to your assigned faculty person.
2. Prepare an Internship Poster or Final Paper for your section's assigned faculty person and submit to your assigned faculty person 7 days before the last day of classes for the semester you are enrolled in. **BE SURE TO CHECK WITH YOUR INSTRUCTOR TO DETERMINE IF YOU ARE DOING A PAPER OR POSTER AS YOUR FINAL PROJECT.**
3. 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.

Grading Policy

This is a pass/fail course. To earn a pass for the class you must submit the last two items above by the last day of the semester to your program. Failure to turn in these items by the last day of regular class will result in a "fail" grade.

NO Deviations or Exceptions to the grading policy!

Course Requirements - One Credit Hour

1. **Develop and list three specific goals & objectives using the form at the back of this syllabus. 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 within the first 2 weeks of your internship: *Form must be signed by supervisor.***
2. **Participate in site visit if requested:** 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. **Final Project:** Five (5) page internship poster or final Paper. See detail below.

Course Requirements - Two Credit Hours

1. **Develop and list three specific goals & objectives using the form at the back of this syllabus. 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 within the first 2 weeks of your internship: *Form must be signed by supervisor.***
2. **Prepare a weekly journal of activity and your thoughts and comments on the weekly activity.**
3. **Participate in site visit if requested:** 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.
4. **Final Project:** Seven–Ten (7-10) page internship poster or final Paper. See detail below.

Course Requirements – **Three Credit Hours**

1. **Develop and list three specific goals & objectives using the form at the back of this syllabus. 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 within the first 2 weeks of your internship: *Form must be signed by supervisor.***
2. **Prepare a weekly journal of activity and your thoughts and comments on the weekly activity.**
3. **Conduct interviews with three managers in the industry regarding problems or issues they face, and prepare one page summaries for each interview.**
4. **Participate in site visit if requested:** 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.
5. **Final Project:** Ten (10) page internship poster or final Paper. See detail below.

Internship Poster Specifications

Internship Class Final Project – Poster

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. *Some faculty will ask you to send you an electronic copy of the poster while others will expect you to print it based on the dimensions above – SOME MAY REQUIRE THAT YOU DO BOTH --- check with your faculty person.*

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.

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/cpurrrin1/posteradvice.htm>
- The Newcastle University School of Chemical Engineering and Advanced Materials in the U.K. has a good website which reviews guidelines for both content and design.
<http://lorien.ncl.ac.uk/ming/dept/tips/present/posters.htm>

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 take that into account. 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.

Internship posters will be displayed on the first floor following the semester they are completed. Exceptional posters will be included in our annual poster competition where recognition and prizes are awarded.

Final Paper Specifications

Internship Class - Final Paper

Format for Final Submission: Students must prepare a standard research paper that contains 15 full pages of content, NOT including the cover sheet. The cover sheet should include the student's name, section, employer and paper title. The paper MUST have margin not to exceed one inch margins on all sides. Papers that have greater than one-inch margins will not be accepted. The font size should not exceed 12 point and the must be double-spaced. Any paper with greater than 12 point font size or exceeding double-spacing

will not be accepted. The paper should NOT contain and cut or pasted information from the Internet. All papers will be scrutinized for plagiarism. **The paper is due 7 days before the end of classes for the semester in which you are enrolled.**

Students can choose the topic of their paper or can choose from the options below. All chosen topics must be pre-approved by your section's instructor.

Topic Suggestions (for those sections where the instructor has allowed a paper):

- What is the organizational structure of the company? How does the structure influence the decision making process within the company? Who are the decision makers? What enables or disables decision making? What are some specific decision making processes that you have observed and how effective was the process? What types of decision were made by whom?
- What technologies were being used in the company and to achieve what objectives? Describe the technologies and their effectiveness? How important is technology improvement in the organization? Who drives the decision to improve the technology? Who owns the technology and its applications inside the organization and how effect is the management of those technological resources?
- What are the main processes that drive the business? Describe those processes and conduct a SWOT analysis on each. Who owns each process and is that effective? What are the qualifications and credentials of persons that own the major processes?
- What are the major job titles and responsibilities of 3 major areas of the company? What types of qualifications are required to conduct those jobs? What types of decisions do those individuals make? How effective are the individuals conducting those jobs? What was the career path for those in those areas?

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 internship coordinator (Mohammed Rahman in the University 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 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 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.

Now that you have read this syllabus, email your instructor and let them know that you understand and agree with the course expectations.

University of Texas at Dallas

Student Goals Plan
School of Management Internship/Co-op class

Student Name: _____ Phone (_____)_____ (H)

Semester: _____ No. of internship credit hours: _____

Email: _____ (_____)_____ (W)

Degree: _____ Grad Date: _____

Site Supervisor Name _____ Phone (_____)_____

Title: _____ email: _____

FAX _____

Work Site: _____
(Complete name of employer/company)

Location Address: _____
Street City, State, Zip

Start Date: _____ End Date: _____

Number of hours to be worked each week:

Student:

1. After discussion with your supervisor, fill out the second page.
2. Obtain the required signature, indicating your supervisor's approval of your goals.
3. Submit two weeks after start date to your assigned faculty instructor.

I have reviewed the Goals and Objectives as stated on the following form. I agree to participate in a site visit this semester to discuss this student's work plan, and to complete a performance appraisal (form will be provided) at the conclusion of this semester.

Signature of Site Supervisor Date

Signature of Student Intern/Co-op Date

University of Texas at Dallas

Co-op / Internship Goals/Objectives and Expectations for:

Student _____

Employer _____

List at least 3 specific learning goals/objectives for the semester:

Learning Goal:	Specific Objectives:	Number of Hours to be spent on objectives each week:

	Total hours/week	
	Number of weeks	
	Total number of hours for the internship (multiply hours per week * number of weeks)	