Jindal School of Management - Management Internship

Syllabus for FIN 6v98 Section 591
Summer 2016

Faculty:
Dr. Carolyn Reichert
Office: JSOM 14.206
Email: Carolyn@utdallas.edu
Phone: 972-883-5854

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.
- 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 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

1. An internship will provide you with an opportunity to integrate career-related skills learned in an academic setting into a supervised work experience. Working in a home office, from home, remotely and/or virtually will not be approved.
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.

Course Requirements -

1. **Develop and list three specific goals & objectives to accomplish during the internship and submit a copy to your instructor within the first 2 weeks of the internship. You can use using the Internship Goals form to assist you with this.** Please check elearning for the exact due date and the Internship Goals form. Late submission is subject to not being accepted and could result in not passing the class.

2. **Presentation:** Your instructor will schedule a short (5 minute) oral presentation during the last week of class to discuss the main features of your internship (no slides are necessary).

3. **Final Project:** internship case, case and poster or case and final paper. See details below. **PLEASE CHECK WITH YOUR INSTRUCTOR ABOUT WHETHER YOU ARE REQUIRED TO PREPARE A CASE, CASE AND POSTER OR CASE and PAPER.** You need to submit the final project to your instructor 7 days before the last day of classes for the semester you are enrolled in. Please check elearning for the exact due date.

4. **Evaluation:** 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.

5. **Participate in site visit:** Your instructor may schedule a brief visit with your supervisor (at 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 if one is desired.

   All students must submit their goals and complete the presentation requirements, final project and evaluation form.

Table for Determining Credit and Final Project

Number of Credit Hours	Minimum Work Hours	Final Project
1	80 – 159 hours	Case
2	160 – 239 hours	Case and Slides
3	240+ hours	Case and Paper

All Students: Internship Class Presentation

Content: The presentation will highlight the main features of the internship and your experiences.

Format for Final Submission: The oral presentation will last approximately 5 minutes. Students should be prepared to answer questions about their internship. No slides are needed for the presentation. **The presentation will be scheduled by the instructor during the last week of classes.**

All Students: Internship Class Case

Content: The case will discuss a current problem that you (the student) faced during your internship and how you resolved the problem. It should highlight your major accomplishments during the internship.

Format for Final Submission: Students must prepare a standard research case project. The case will be 3 to 5 pages in length, NOT including the cover sheet. The cover sheet should include the student's name, section, employer and case title. The case should have margins not to exceed one inch on all sides. The font size should not exceed 12 point and should be double-spaced. The case should NOT contain cut or pasted information from the Internet or other sources. All cases will be scrutinized for plagiarism. **The case is due 7 days before the end of classes for the semester in which you are enrolled. Please check elearning for the exact due date.**

Internship Class Final Project – Case and Slides (2 credit hour option)

The student will submit slides in addition to the case. The case information is given above. The slide information is below.

Content: Your research slides must be project you completed during your internship. 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 slides to take that into account. Should your slides involve proprietary information, the name of the company can be changed.

Format for Final Submission: Students must prepare a standard set of 10 – 12 slides. Each slide should be legible and contain the relevant information to discuss the project.

The title slide, bibliography slide (if needed) and appendix slides do not count towards the total number of slides. Your slide deck should include a very brief introduction to the firm, a discussion of the problem or project and the main conclusions (or solution).

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

Internship Class Final Project – Case and Paper (3 credit hour option)

The student will submit a paper in addition to the case. The case information is given above. The poster information is below.

Content: Students must contact the instructor to determine an appropriate finance topic for the paper. All topics must be pre-approved by your instructor. The topic will be academic in nature and may or may not be tied to your internship experiences.

Format for Final Submission: Students must prepare a standard research paper that contains 12-15 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 should have margin not to exceed one inch on all sides. The font size should not exceed 12 point and should be double-spaced. The paper should NOT contain any 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. Please check elearning for the exact due date.**

Grading Policy

This is a pass/fail course. To earn a pass for the class you must submit the assignments by the due date. Failure to turn in these items on time will result in a "fail" grade. **NO Deviations or Exceptions to the grading policy!**

Course & Instructor Policies

1. Questions concerning the assignments should be directed to your instructor.
2. If you experience any problems that require our assistance or if your internship ends suddenly for any reason, please contact your instructor immediately.
3. If you have any issues that might impact your completion of the requirements for this course, please contact your instructor 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 instructor.

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 must also contact the internship team representative 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 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.