

## *Course Syllabus*

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### **Course Information**

#### **Internship**

#### **BIS 4v04 and MAIS 5v04 All Sections**

Dr Susan Chizeck

Summer 16 full term, and second five week terms

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### **Professor Contact Information**

**Dr Susan Chizeck      Office: 972-883-2248    HH 2.808**

**Assistant Ste've'sha Evans    972-883-2323    HH 2.126x and Becky Wisner x2354**

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**Ste've'sha Evans    sxe141730@utdallas.edu**

**Office hours are generally 2-4:30 and by appointment. Call or email me for appointment.**

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

#### **Pre-requisites, Co-requisites, & other restrictions**

There are no prerequisites or textbooks for this course. Suggested for juniors and seniors.

Assignments and informational materials are posted on e-learning. However, do not leave messages or turn in papers on e-learning unless instructed to do so.

Turn in all materials on paper to my office.

In addition, the research paper draft and final version both get turned in to turnitin.com

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Turnitin information: class # 12683225 interns summer 16 Password (ask dr C)

My purpose in using turnitin.com is to see if you are properly citing sources that you have used for your paper. Material that is quoted must be properly attributed to its source. Your references should be clear enough that I can easily go to where you got the information for quotes or numbers. All quotes or numbers should be referenced.

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## **Course Description**

This course provides students with a supervised introduction to the world of work. Under faculty guidance, students gain experience in a professional work environment. Students apply academic learning to work practice and clarify career goals.

There are no prerequisites or textbooks for this course. Attendance at the two group meetings is mandatory. Students must have their internship application approved by the beginning of the term to gain permission to register.

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## **Student Learning Objectives/Outcomes**

### **COURSE OBJECTIVES:**

1. Students will be able to apply concepts from previous course work to solving problems at the internship work site.
    - a. Methods of assessment: Reflective writing entries; Journal; and 10-20 page research paper.
  2. Students will demonstrate ability to conduct research from contemporary sources to apply to problems at the work site.
    - a. Methods of assessment: draft research paper; 10-20 page final research paper; midterm discussion.
  3. Students will be able to identify major problems and issues in the industry where they are working.
    - a. Methods of assessment: 10-20 page research paper; reflective writing entries, Midterm discussion
  4. Students will be able to write clear, grammatical, well-organized prose.  
Methods of assessment: 10-20 page research paper, journal, reflective writing entries.
  5. Follow the Comet creed: As a Comet, I pledge honesty, integrity, and service in all I do.
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## **Required Textbooks and Materials**

None

An assignment packet with guidelines will be sent by email to registered students and is on elearning.

### **Suggested Course Materials**

A flashdrive, cloud drive, or backup hard drive to keep copies of all assignments.

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## **Assignments & Academic Calendar**

*(Topics, Reading Assignments, Due Dates, Exam Dates)*

### **DATES FOR INTERNSHIP – SUMMER 2016**

*(11 week and 5 week summer 2)*

CLASSES START	Monday MAY 23 (July 5)
FIRST MEETING	Thursday June 2 @ 4:30 HH 2.108 conf room
LATE REGISTRATION	Saturday MAY 20-June 2, (July 1-8)
LEARNING AGREEMNT DUE	Wednesday June 8
SEND MIDTERMS	Thursday JUNE 23 (due July 5)
SECOND MEETING 2.108	Wednesday, JULY 13 @ 4:30 room HH
FIRST DRAFT DUE	Monday July 18
Family Reunion	*
SEND OUT FINAL EVALS	Thursday JULY 23 (due Aug 5)
LAST DAY OF CLASS	Monday August 8
FINAL PAPERS DUE	Thursday Aug 4
Grades turned in	Saturday August 13 or before
GRADES DUE	Saturday AUGUST 13
INCOMPLETES DUE	Monday OCT 17
Turnitin.com 12683225 interns summer 16	PW: xx

\*tentative dates

### **Grading Policy**

*(including percentages for assignments, grade scale, etc.)*

**Grades are based half on your site supervisor evaluations and half on your written work, with ~80% of that based on your research paper. Further details can be found in the course assignment packet. You can get an A, if you follow directions and turn in all the assignments.**

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### **Course & Instructor Policies**

*(make-up exams, extra credit, late work, special assignments, class attendance, classroom citizenship, etc.)*

We have no exams. If you cannot get your assignment in within a week of the due date, make further arrangements with me.

Late work will be considered if I have time to grade it before the end of the semester. It may be lowered in grade, depending on circumstances.

Policy for incompletes: Turn in your journal, reflective entries and journal summary and the form to request an incomplete if you cannot turn your paper in by the end of the semester.

We have only two formal class meetings, so come to both. In the classroom listen and ask questions.

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### **Technical Support**

**You must have a working UTD email. Please make sure the account is not over-quota. All official communications must be sent to that email.**

If you experience any problems with your UTD account you may send an email to: [assist@utdallas.edu](mailto:assist@utdallas.edu) or call the UTD Computer Helpdesk at 972-883-2911.

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### **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](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.*

Travel to and from your internship is at your own risk.

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## **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 printed 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, Series 50000, Board of Regents, The University of Texas System*, 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) and online at <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>

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, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

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.

## **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**.

Policy for incompletes: Turn in your journal, reflective entries and journal summary and the form to request an incomplete if you cannot turn your paper in by the end of the semester.

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## **Religious Holy Days**

Generally interns have the flexibility to set their work schedule. If due dates are on Holy Days please inform me for accommodations.

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 Professor.***