



Soules College of Business
Department of Technology
TECH 4370, 4371, 5370, & 5371
Internship in Technology
Course Syllabus



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Course Description

A 5-16 week program offering learning experiences in an off-campus industrial business or manufacturing environment. A minimum of 125 clock hours of learning experiences in an approved internship activity is required for 3 hours of credit. Course is credit/no-credit.

Prerequisite: Consent of academic advisor. Course Fee \$10.00.

***Make sure you read the requirements for a student in the CBT Internship Handbook. A student will receive a grade of no credit (NC) if s/he fails to complete and turn in all the requirements (8-10 page report, daily journal, evaluation of job, evaluation of intern by supervisor) *before* the last week of the semester. Contact the instructor if you have any further questions. Thank you!**

<http://uttyler.edu/cbt/ugadvising/files/CBT%20Internship%20Handbook.pdf>

Course Objectives

At the end of this course, participants will be able to:

- A. apply academic learning experience.
- B. acquire experience in the working world, adding depth and relevance to classroom work.
- C. enhance understanding of business processes.
- D. increase understanding of how specific projects relate to larger business and industry goals.
- E. learn the importance of communications skills and how interactions between people are a key factor in business success at all levels.
- F. experience accountability for work product and job performance.
- G. gain knowledge of different career fields and of specific jobs within these fields.
- H. further ability to match career and employment choices with personal goals and abilities.
- I. improve job search, interview, and other professional skills.

Student Learner Outcomes

1. Demonstrate an acceptable level of knowledge and skills that they were taught in their degree program by obtaining scores of 4 or better (scale of 1-5 with 5 being the best) by their internship employer supervisor form.
2. Demonstrate how to prepare for a job by successfully keeping their internship position the entire semester.

Course Competencies

Academic credit will be granted if all of the following requirements are met.

Please see attachment to this syllabus entitled: *Internship Requirements*.

- A. Computer-based skills – by use of standard software the internship student will store, retrieve, and print an internship diary and a summary position paper about the duration of the student’s experiences.
- B. Communication skills – the internship student will discuss with his internship sponsor job assignments and job progress through monthly internship ratings.
- C. Interpersonal skills – the internship student will experience how interactions between and among people can be key factors in various levels of business and industry.
- D. Problem-solving – the internship student will evaluate the strengths and weaknesses of the internship job position along with identifying three areas where additional preparation could have helped in completing internship work assignments.
- E. Ethical issues in decision making – to be eligible for an internship, the student must demonstrate self-direction and the ability to work independently. Students will sign an agreement to strict confidence of information received by then at their sponsoring organization.
- F. Personal accountability for achievement – the internship student will be responsible for initiating and collecting all required internship documents in a timely manner for delivery to the IPC.
- G. Competence in basic technology principles –
 - 1. the student will experience the employment process through the process of securing an internship position.
 - 2. the student will gain hands-on experience in a particular technical field of study whereby the student can plan for graduate study, seek summer employment or make further career decisions.

Textbook (optional)

Lee, Dr. Karen S. (2017). *Internship program student handbook policies, procedures and internship forms*. The University of Texas at Tyler: College of Business and Technology.

Internship Mission

The purpose of an internship is to help students integrate academic learning with employment experience. Internships are an important component of the total educational experience, and the benefits are significant. Through internships, students

- Apply academic learning experience.
- Enhance understanding of business processes.
- Improve job search, interview, and other professional skills.
- Experience accountability for work product and job performance.

- Further their abilities to match career choices with personal skill sets and goals.
- Gain knowledge of different career fields and of specific jobs within these fields.
- Increase their understanding of how specific projects relate to larger business goals.
- Acquire experience in the working world, adding depth and relevance to classroom work.
- Learn the importance of communications skills and professional interactions between people.

Internship Procedures

STEP 1 - Student

All students interested in pursuing an internship for university credit must start by reading the qualifications and requirements available online: www.uttyler.edu/cbt/internships. Internships should be planned in advance, ideally early in the preceding semester. A summer internship is only for the long summer semester. All internships are subject to approval through the College of Business and Technology.

- Student reviews CBT Internships website: www.uttyler.edu/cbt/internships
- Student downloads CBT Internship Handbook and signs *Internship Application Form A*, Step 1.
- If student does not already have an internship offer, the student begins searching for appropriate internship(s) posted on Patriot Jobs (<http://www.uttyler.edu/careerservices/>). Students are responsible for finding their own internships.

STEP 2 – Departmental Pre-evaluation

- Student meets with appropriate Departmental Representative to discuss the possible internship(s) that the student has been offered or has found on Patriot Jobs.
- Student and Departmental Representative discuss what type of internship fits best with student’s career goals.
- Student and Departmental Representative review most recent degree plan to determine where the internship credit might be used.
- If student wants to use internship as a substitute for a specific class on the degree plan, student discusses that with departmental representative at that time.
- This meeting is a pre-evaluation and does not guarantee a student an internship or internship credit.

STEP 3 – Academic Advisors

- The student emails, faxes or personally delivers form to academic advisor to complete Step 2.
 - Undergraduate Advising Office: CBTadvising@uttyler.edu, 903.565.5689 (fax), BUS 131
 - Graduate Advising Office: CBTgradadvising@uttyler.edu, 903.565.5916 (fax), HPR 201
- Recommended Qualifications are that the student has a cumulative UT Tyler GPA of 3.0 or higher and has at least 9 hours of the major completed.
- Advisor creates an updated degree plan to determine where internship credit might be used.
- Advisor completes and initials *Internship Application* Step 2, makes a copy for student file and emails form and updated degree plan to student’s Patriot email account.

STEP 4 – Cooperating Organization

- The student meets the contact person at the Cooperating Organization to complete Part B of the *Internship Application* (“Scope of Work”). The student will also give a copy of the *Responsibilities of Cooperating Organization Contact Person* to the person who will be supervising their internship experience.

STEP 5 – *Internship Coordinator*

- The student will meet with the CBT Internship Coordinator to review the *Internship Application* materials.
- Gail Johnson: Gail_Johnson@uttyler.edu, 903.279.4930
- The Internship Coordinator will verify quality of internship, create internship file for student, and route the file to the Departmental Representative for final approval.

STEP 6- *Departmental Approval*

- The Departmental Representative will review the *Internship Application* and final approve or deny the internship.
- If the internship is approved as a substitute course, the Departmental Representative shall indicate which course is being replaced. Departmental Representative may need to contact academic advisor for discussion.
- If the internship is denied, the Departmental Representative will indicate reason for denial and contact the student personally.
- Whether denied or approved, the Departmental Representative will route the file to the appropriate advising office.
- The Academic Advisor will send an approval or denial email to the student's Patriot email account with further instructions. The student's internship folder will be returned to the Internship Coordinator.
- If the Internship was approved, the Internship Coordinator will initiate contact with the Cooperating Organization.

STEP 7– *Student*

- The Student will participate in internship and complete requirements in the “Student Responsibilities” section of this document.

STEP 8–*Departmental Representative/Internship Coordinator/Academic Advisor*

- The student will submit required materials to the Departmental Representative for evaluation, and the Cooperating Organization Contact Person will submit the *Intern Evaluation Form* to the Departmental Representative who will assign credit or no-credit for the experience.
- The Internship Coordinator will notify Departmental Representatives of any files that need to be completed and will collect required documentation.
- The Internship Coordinator will send completed folders to Academic Advisors.
- Academic Advisors will update student's degree plan and place internship paperwork in student file

Grade Scale Breakdown:

CR or NC credit or no credit dependent upon completing all of the requirements and having a successful internship experience.

Course Policies:

Content for examinations will be taken from lectures, demonstrations, reading assignments, laboratory exercises and any audio-visual materials used, i.e. films, tapes, slides, etc.

Make up examinations are the student's responsibility. No excuses will be accepted after the exam is given. The instructor must be notified **prior** to the scheduled exam. If not, the student forfeits his/her right to take the exam. Quizzes

will not be made up unless a **prior** acceptable excuse for an absence has been received by the instructor.

Attendance:

Attendance is mandatory and your employer will want you to be prompt and work a full day. Do **NOT** make up excuses to miss work because it is a bad reflection not only on you but the university as well.

Late Work:

All work not turned in on time will have an automatic reduction in value to 50% of its full value. **Work that is not turned in by the next class will NOT be accepted.** Exceptions to this will be as per University Policy concerning absences from class. If you know an assignment will be late for a valid reason, inform your instructor in advance to avoid unnecessary penalty.

Format for Reports:

Each laboratory report will be placed in a folder, arranged in such that the reader can easily examine the contents. Any materials that are hard to read or require special handling to get at will not be graded. The cover must contain the following:

1. Assignment Title
2. Your Name (Prepared by: Your Name Here)
3. Your I.D Number
4. Course Name and Number
5. The Date
6. Instructor's name (i.e., Submitted to Dr. Mark R. Miller)

Your grade will reflect the quality of the report or presentation.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php> .

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit <http://www.uttyler.edu/tobacco-free> .

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services

Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but 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.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;

- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.