



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.

***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!**

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.

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 Internships website: www.uttyler.edu/cbt/internships
- ☐ Student downloads 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: advising@uttyler.edu, 903.565.5689 (fax), BUS 131
 - Graduate Advising Office: gradadvising@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 Internship Coordinator to review the *Internship Application* materials.
- ☐ 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 Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [UT Tyler Supplemental Instruction](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas](#)
- [Knack Tutoring](#) – in-person and virtual options
- [Robert Muntz Library](#) and [Staff/Library Liaisons](#)
- [Canvas 101](#) (learn to use Canvas, proctoring, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- [The Career Success Center](#)
- [UT Tyler Testing Center](#)
- [Office of Research & Scholarship Design and Data Analysis Lab](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [TimelyCare](#) (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages)
- [Military and Veterans Affairs](#) (supports for our military-affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)
- [UT Tyler Student Business Services \(pay or set up payment plans, etc.\)](#)
- [UT Tyler Registrar's Office](#) (academic information, forms library, policies, etc.)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with [Military and Veterans Affairs](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. *Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).*

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met*: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

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 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 the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military and Veterans

UT Tyler honors the service and sacrifices of our military-affiliated and veterans students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Affairs](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [UT Tyler's Policy 7.01: Family Educational Rights and Privacy Act](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to UT Tyler's [Excused Absence for Religious Holy Days](#) as noted in the Catalog.

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students 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>.