

MEMORANDUM FOR STUDENTS ENROLLED IN CMGT 4370

SUBJECT: CMGT 4370 (Undergraduate Internship) Administrative Instructions

Course Description: Program provides for a learning experience in an engineering environment appropriate to the undergraduate level of work with **a minimum of 150 hours of work**. A written report of the experience and a presentation is required.

1. Welcome to a three hour undergraduate internship study, a course that allows you to work in the field to gain experience and course credit. In order to hit the ground running, students need to work in their chosen field. It allows you to bring the classroom into the field and the field into the classroom. Those in the field are required to be creative, life-long learners who understand contemporary issues and how they influence projects under their supervision. An undergraduate internship will require students (you!) to work within the discipline, apply skills you have to solve problems, and learn more applicable skills on the job. During this experience, you will be challenged and I am sure you will find it rewarding and fun! Your work supervisor must fill out required forms and perform an evaluation every 40 hours per the supervisor handbook. You are responsible for ensuring this occurs.
2. An undergraduate internship provides an opportunity to gain experiences not possible in the classroom. The three hour undergraduate internship requires a monthly evaluation by your supervisor, a diary, and a project paper that focuses on the objectives of the internship, whether the objectives were met, a discussion of the most helpful skills developed, what areas of additional preparation could have helped, what were the different areas of Construction Management that skills were employed during the internship, how the experience is applicable to career goals, and how the experience did or did not meet expectations. You are also to focus on accomplishing the goals of the course and communicate your achievement of those through your internship presentation.
3. There are many benefits to this course, among them the opportunity to apply academic learning to practice, adding depth and relevance to classroom work. Students will increase understanding of how specific projects relate to design and construction. A key component of this course is learning the importance of communication skills and how interactions among people are important aspects of job success at all levels.
4. Course Procedures:
 - a. Course procedures are outlined in the Internship Handbook given to students on the first day of class.

5. Assignments

The following provides a broad outline of the specific deliverables required as part of this course. The Internship Handbook provides more information in each area.

a. Statement of Work and Objectives

The student intern will complete this form as they begin the internship experience by identifying the specific area of work that parallels their field of academic study along with several anticipated objectives. The Statement of Work and Objectives are to be submitted along with the Internship Agreement to the sponsor for their review.

b. Student Internship Contract

The student internship contract will be completed at the beginning of the semester or internship period. The purpose of the contract is to obligate the student to maintain his/her work hours and to be ethical in all academic matters among himself/herself, the university, and the sponsorship site.

c. Occupational Work Experience (Monthly logs)

This form is to be completed **every 4 weeks (or 40 hours whichever occurs first)** the intern works for a sponsor. The student is responsible for completing the form and having the sponsor complete the intern evaluation section of the form.

d. Internship Daily/Weekly Log

The student intern will be responsible for completing a daily log sheet. A short activity statement for each day the intern works at the assigned internship site should be noted on the log sheet along with the number of hours the intern worked each day (up to the required 150 hours). One “Internship Daily Log” form should be completed for each week worked. This form may be copied as necessary.

e. Sponsor’s Internship Rating Sheet

At the end of the student’s internship experience or at the end of the academic semester, the student intern will provide the internship sponsor with this form. The internship sponsor will provide a summary evaluation of the intern’s increase/change in any applicable cognitive learning, affective learning, and/or psychomotor skills through the use of this rating sheet.

f. Student Internship Summary Rating Sheet

This form is to be completed by the student at the end of the semester or internship period.

g. Project Paper for Internship

Upon completion of the internship, the student is required to **write a paper (8 – 10 pages double spaced)** to demonstrate the knowledge gained during the internship period. The paper should include the following:

Introduction

Standard introduction to your paper

Objectives

Using the list of the objectives you established for the internship include in your paper a discussion of how and whether the objectives were accomplished this includes an assessment of the objectives established at the beginning of the internship with the internship advisor (employer representative) and any other objectives that were added because of a specific assignment during the internship.

Experience

With respect to the internship experience, describe the most helpful skills or knowledge learned in academic coursework.

Additional Preparation

Describe three areas where additional preparation could have helped in completing internship work assignments.

Engineering Roles

Discuss the types of engineering roles used during the internship and whether those acquired skills played a major role in work assignments.

Application to Career Goals

Discuss the experience gained during the internship that is applicable to career goals.

Expectations

Describe how the internship experience met or did not meet expectations.

Conclusions

Standard paper conclusions

Suggestions/Recommendations

Provide insight for students seeking Internship or recommendations for improvements in the process of internship.

The faculty sponsor may require coverage of additional topics in the paper.

h. Presentation for Internship

Upon completion of the internship, the student is required to make a **10 min presentation** to a undergraduate class, or to an audience as selected by the course instructor. The student should contact the instructor to make the arrangements for this presentation. The presentation should include photos of your work and cover the following topics at a minimum:

- **How you obtained your internship?**
- **What you learned from it?**
- **What was the most interesting thing you did?**
- **Will it help you gain employment after you graduate?**
- **Things you would like to have known before you obtained your internship.**

In addition the student may present any information the sponsor provides to promote their company.

6. **ACADEMIC DISHONESTY:** Representation of other's work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

7. Exams and Grading:

a. Grade Breakout and Cutoffs: **Credit / No Credit.** All required forms and student work must be submitted to the IPC prior to the designated date at the end of the semester. Failure to submit paperwork will result in a grade of NC. The course does not offer the option of an incomplete (I) as a grade.

8. How You Should Prepare your paperwork

1. Prepare Your Notebook: The record shows that the best students keep the best notebooks. You should organize your notebook so that all material for each area needed can be easily referenced.
2. Required Paperwork : All required paper work for the internship, including the Internship Paper and a hard copy of the internship presentation slides are due 1-2 weeks prior to the end of the semester (**See Canvas**). This will provide sufficient time for review of the materials and for changes/edits or additional materials to be submitted.

9. Late Submissions. It is a basic principle of professionalism that **"Professionals are not late."** Forms must be completed and reviewed in a timely fashion.

All work in this course must be properly documented. As you are having your work reviewed it is likely that you might receive help from your classmates, just simply document it. **YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL OTHER ASSISTANCE AND REFERENCES USED.** Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers.

10. 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.
11. 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>
12. 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>
13. 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 www.uttyler.edu/tobacco-free.

14. 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. 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 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

15. 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.

16. Student Accessibility and Resources

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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 an Accessibility Case Manager. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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 instructors 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 SafeAssign™, available on Canvas.

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)

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CMGT 4370 Course Director

CMGT 4370 Course Objectives:

- Apply the STEM thought process to develop creative solutions for open-ended problems.
- Apply academic learning to practice.
- Acquire experience in the working world, adding depth and relevance to classroom work.
- Increase understanding how specific projects relate to design and construction.
- Learn the importance of communication skills and how interaction among people are a key factor in job success at all levels.
- Gain knowledge of specific jobs within a variety of Construction Management sub-disciplines
- Produce a publishable report on experience.
- Present a high-quality oral presentation (if required – paper is lacking).
- Prepare for life-long intellectual growth, through self-directed learning
- Any other objectives established at the beginning of the semester by the self-directed supervisor as appropriate to the project

Enclosure 1, Course Objectives