I. **Course Description:**
An 8-16 week program offering learning experiences in an off-campus 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.

II. **Textbook:**
College of Business and Technology (current). *Internship program student handbook policies, procedures and internship forms.* The University of Texas at Tyler: College of Business and Technology.

III. **Course Objectives:**
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.

IV. **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.

V. Course Requirements:

A. the knowledge gained from the internship is equal to or greater than the knowledge gained in a traditional classroom setting.

B. the sponsoring organization provides the Internship Program Coordinator and the student with a written statement of the objectives to be met during the internship.

C. the student’s faculty advisor approves the internship.

D. the sponsoring organization provides a significant work experience with adequate training and supervision of the work performed by the student.
E. the sponsoring organization provides a written evaluation of the student at the conclusion of the internship, a letter describing the duties performed and the supervision given the student, and a copy of the documentation to the IPC and the student.

F. the student keeps a diary comprising a chronological list of all work experience gained in the internship.

G. the student writes a reflection paper demonstrating the knowledge gained in the internship.

VI. Academic Grade Assignment:

Credit/No Credit grade assignment

VII. University Statements

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/catalog/10-12/1491.htm

Grade Replacement/Forgiveness
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

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 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

Disability Services
In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in the University Center, Room 3150, or call (903) 566-7079 (TDD 565-5579).
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.

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.

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.

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.

Academic Dishonesty
Academic dishonesty, such as unauthorized collusion, plagiarism, and cheating, as outlined in the Handbook of Operating Procedures, the University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the student’s official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.