



**Course Syllabus for HRD 4370: Internship in HRD  
Summer 2020**

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**Course Descriptions:**

An 8 to 16 week program providing a learning experience in an off-campus environment. The course requires a minimum of 125 clock hours in the approved internship activity.

**Required Textbook/Materials:**

Internship Handbook download from: <https://www.uttyler.edu/cbt/ugadvising/files/college-of-business-internship-handbook.pdf>

**Course Learning Objectives:**

Upon successful completion of the course, students 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.

**Course Competencies:**

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

- A. Computer-based skills – by use of standard software the internship student will store an internship diary and a summary reflection 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 ongoing reflective journal
- 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 areas where additional preparation could have helped in completing/enhancing 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 adhere to strict confidence of information received by them at their sponsoring organization, unless permission is granted to share with university sponsor(s).

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.

### **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.

### **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 journal (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.
- H. The student provides a written evaluation at the conclusion of the internship.

### **Grading Policy for HRD 4370**

Credit/No Credit grade assignment

### **Make-Up Work and Late Work**

This is a credit/no credit course. Therefore, there are not deductions for late work. However, if the student cannot fulfill their assignments within the semester, then Dr. McWhorter will ask for documentation for these situations in order to provide credit for the assignments and course or possible "incomplete" granted if circumstances warrant

### **Writing Expectations**

This is a university course with numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to APA 6 guidelines. If you need assistance with your writing, please contact: Writing Center, BUS 202, (903) 565-5995, email: [utwritingcenter@gmail.com](mailto:utwritingcenter@gmail.com)

### **Important Dates**

Census Date = **May 26, 2020**

Last Day to Withdraw from Classes = **July 9, 2020**

## **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>

## **UT Tyler is 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](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. 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 (**May 26, 2020**) 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.

### **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.

### **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 plagiarism software.

### **UT Tyler Resources for Students**

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), [tutoring@uttyler.edu](mailto: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](http://counseling@uttyler.edu) (903.566.7254)

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Note: \*Any changes to these Syllabus policies will be updated at:  
<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

**Other Information: What to do in a Crisis:**

- [24/7 Crisis Line: 903.566.7254](https://www.uttyler.edu/counseling/emergencies.php) [What to Do in a Crisis Webpage:](https://www.uttyler.edu/counseling/emergencies.php)  
<https://www.uttyler.edu/counseling/emergencies.php>

**\*Tentative Course Outline:**

Assignment #1 – Login to Canvas	Due Date: May 20, 2020
Assignment #2 – Ongoing Reflective Journal	Due Date: Upload Weekly in Canvas
Assignment #3 – Intern Evaluation	Due Date: August 3, 2020
Assignment #4 – Reflective Paper w/Signed Log	Due Date: August 6, 2020
Assignment #5 – Rate Your Organization	Due Date: August 6 2020

*\*Instructor reserves the right to adjust due dates; if this occurs, students will be notified through the Canvas message system.*