
Course Syllabus for HRD 4370: Internship in HRD
Spring 2021

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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

Important Dates:

Census Date = **January 25, 2021**
Last Day to Withdraw from Classes = **March 29, 2021**

UT Tyler Resources for Students:

Faculty Office Hours : These are times when you can meet virtually with your instructor to ask questions about the content, better understand the discipline, make career connections and more. Make use of office hours. Faculty list three hours a week (minimum) that they are available to you and also provide an appointment option if you have class or work during their office hours. Please schedule with your instructor ahead of time whenever possible.

Writing Center: The Writing Center provides all undergraduate and graduate students a place to work on their writing projects and skills. There are tutoring options as well as workshops available to support you in your academic writing. (903.565.5995), writingcenter@uttyler.edu

Math Learning Center: The Math Learning Center provides drop-in tutoring for lower-level math courses throughout the week. The MLC also has computer workstations for your use. 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

PASS Tutoring Center: The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Spring 2021 term.

Supplemental Instruction (SI): SI is a series of weekly peer-assisted study sessions in courses identified by previous students as difficult. Due to COVID-19, check the website to see the support courses for the Spring 2021 term.

Upswing (24/7 Online Tutoring): Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler’s undergraduate courses. **UT Tyler Tutoring Center** (903.565.5964), tutoring@uttyler.edu

Robert R. Muntz Library Staff: UT Tyler has an incredible staff of librarians ready to assist you. [Discipline/major library liaisons](#) are available to support you and you can also schedule appointments for research consultations. In addition, the Robert R. Muntz library’s Head of University Archives and Special Collections can assist you with scholarly communications, primary sources, and archive materials.

Canvas 101: This Canvas course provides you with a wealth of information – including how to navigate in Canvas, use ProctorU (and even take a practice test), tips for being a successful online and hybrid learner, how to use Zoom, and more!

Digital Support Toolkits: Digital Support Toolkits are supplemental materials generated by faculty to help you be successful in targeted courses typically taken by our freshman and sophomore population. Students registered in Digital Support Toolkits supported courses will find these in their Canvas dashboard. You don’t have to register – just take advantage of this great resource.

UT Tyler Testing Center: The Testing Center provides securing testing opportunities to meet the needs of students and the community in an environment conducive to student and academic success.

Student Accessibility and Resource (SAR) Office: The SAR Office works to provide students equal access to all educational, social, and co-curriculum programs through the coordination of services and reasonable accommodations, consultation, and advocacy.

Student Counseling Center: The Student Counseling Center supports students in developing balance, resiliency, and overall well-being both academically and personally. They have in person and virtual counseling options. In addition, the Student Counseling Center offers [TAO](#), a self-help, completely private online library of behavioral health resources. Sign into the TAO website using your UT Tyler credentials. **UT Tyler Counseling Center** (903.566.7254)

University and College Policies:

Soules College of Business Statement of Ethics:

The ethical problems facing local, national, and global business communities are an ever-increasing challenge. It is essential the Soules College of Business help students prepare for lives of personal integrity, responsible citizenship, and public service. To accomplish these goals, both students and faculty of the Soules College of Business at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

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 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 .

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 (**January 25, 2021**) 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. [Faculty emphasis]
- 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.** [Faculty emphasis]

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. See webpage: <https://www.uttyler.edu/math/mlc.php>
- **UT Tyler Counseling Center** (903.566.7254)

Revised 05/19

Note: *Any changes to these Syllabus policies will be updated at:
<https://www.uttyler.edu/academic-affairs/files/syllabuspolicy.pdf>

Other Information: What to do in a Crisis:

- **24/7 Crisis Line:** 903.566.7254 **What to Do in a Crisis Webpage:**
<https://www.uttyler.edu/counseling/emergencies.php>
- **Important COVID-19 Information for Classrooms and Laboratories**
 Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), introduced in: [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff when on campus.
- Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.
- **Recording of Class Sessions**
 Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

HRD 4370: Internship in HRD
*Tentative Course Outline as of 1/7/21**

***Tentative Course Outline:**

Assignments	Due Date:
Assignment #1 – Login to Canvas	February 2, 2021
Assignment #2 – Ongoing Reflective Journal	Upload Weekly in Canvas each Saturday; Final Upload: April 27, 2021
Assignment #3 – Intern Evaluation	April 22, 2021
Assignment #4 – Reflective Paper w/Signed Log	April 28, 2021
Assignment #5 – Rate Your Organization	April 29, 2021

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