MGT 476 001 Internship in Management Syllabus
Department of Management, Marketing, and International Business
College of Business, Stephen F. Austin State University

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Class Time: MW 8:00-9:15
Location: BU 127

Office Hours (appointments recommended)
Monday: 10:00 –12:00 & 2:00 –5:00
Tuesday: 10:00 –12:00 & 2:00 –5:00
Wednesday: 10:00 –12:00
Thursday: 10:00 –12:00 & 2:00 –5:00
Friday: 10:00 –12:00 & 2:00 –5:00

Meeting time and place: Dr. Crocker’s office as needed

Bulletin Description: Internship in Management - One to three semester hours. Supervised on-the-job application of management skills.

Calendar:
July: Complete initial paperwork
Aug-Dec: Submit weekly reports and mid-term evaluations
Dec: Submit final evaluations

Grading:
Supervisor Evaluation 30%
Self-evaluation 20%
Summary Reports 50%
100%

Attendance Policy: The student is expected to make regular contact via email.

Program Learning Outcomes: Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://cobweb.sfasu.edu/plo.html.

Note: This syllabus is provided to you as a guide for the class content and expectations this semester. It is not a contract, and is subject to change as necessary.
**Student Learning Outcomes:** The internship in management affords students an opportunity to 1) Apply academic knowledge in a professional setting, 2) Develop professionally relevant competencies and relationships in a professional setting, 3) Gain exposure to a professional field and an understanding of professional etiquette, 4) Observe and begin to understand a professional organizational culture, 5) Compare and contrast one’s self-perception to the professional perception of the site supervisor, 6) Clarify one’s calling through reflection on the internship experience, 7) Critically evaluate the internship experience as an exemplar for the field, and 8) Other opportunities that may be unique to the individual internship experience.

**General Student Policies:**

**Academic Integrity (4.1)**
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (5.5)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

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Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy 10-4). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.