Instructor: Raquel Skidmore-Pronouns: She/Her/Hers
Department: Student Success Center
Office Location: Steen Library, Room 203
Phone: 936-468-6232 (Office)
Cell: 936-615-0558
Email: Skidmorerr@sfasu.edu
Office hours: By appointment. While I am typically in the office 8:00 a.m.-5:00 p.m., I often have student appointments, meetings, or I am traveling for SFA. Check with me ahead of time to ensure that I am available to meet with you.

Class meeting dates: Tuesdays, 4:00-6:30 p.m. on designated dates
- Tuesday, August 27
- Tuesday, October 22
- Tuesday, December 10

Course Description: This course is designed as a companion learning course for students engaged in an internship experience. The goal of the course is to help students enrich their career learning through facilitated analysis and reflection on their work experience and to apply what they are learning in the classroom in a real world business setting. There are no textbooks for this course.

Course Objectives: This course is designed to help students develop competencies essential to effectively navigate and participate in an early career work opportunity. Specifically, this course supports the development of the student to:
- Be an active listener and observer for action learning in the workplace
- Set goals, self-assess progress, and seek feedback for effective job performance
- Understand the value of relationships and networked connections for career development
- Enhance your understanding of professionalism and workplace behavioral expectations including the range of what is considered acceptable across organizations and industries
- Articulate your thinking about career and work-life integration to enhance your future professional planning
- Apply the knowledge and skills learned during your undergraduate coursework to a real world set of business problems and issues provided by the internship supervisor
- Practice and understand the skills and techniques necessary to work in a challenging business environment

Course Format: The format for this course is self-directed over the course of the internship. You are responsible for completing each deliverable on time. There are several key components and deliverables including:
- Class attendance and participation
- Internship reading assignments & reflection assignments, etc.
• Internship evaluations  
• Internship hours log  
• Final wrap up paper & presentation

**Class Rules:**
1. Students must have their internship agreement signed by student and site supervisor and turned in to course instructor to gain permission to begin internship.
2. Students must complete an accurate record of the hours worked at internship site. Have your supervisor sign off on hours at the end of each week. Turn in at the end of the semester.
3. Complete all evaluations – turn in at the end of semester.  
   b. Intern Evaluation of the Internship site and experience.
4. Students must attend every class. This class only meets.
5. Read the assigned material and submit all required work on or before the day it is due. **No late work will be accepted.**
6. Participate in individual and group activities and discussions.
7. Treat everyone in the class with respect and courtesy.
8. All students are expected to demonstrate professional behavior and use language appropriate for the internship site and classroom.
9. All cell phones and electronic devices should be turned off and put away at the internship site and in the classroom.
10. All emails to the instructor must include an appropriate subject line, a greeting, correct grammar, and a signature that includes your name and campus ID number.

**Communication:**
Please check your SFA email account regularly as this is the official email and form of communication for SFA.

Brightspace by D2L will be the official tool used for the SFA 250 Internship Practicum course for reminders, announcements, and further assignment directions. Please do not use the email function on Brightspace/D2L. Use the instructor’s email: skidmorerr@sfasu.edu.

All assignments and announcements will be posted in Brightspace/D2L. You will be responsible for checking the system regularly and be prepared for all assignments listed, even if they are not announced in class.

**Course Assignments and Activities:**
This course is designed as a practicum, meaning most of the work is done outside of the classroom and submitted via Brightspace/D2L. We will meet as a full class on specified dates throughout the semester. See timeline for meeting dates.

Please do not wait until the last minute to complete your modules/assignments. Some of them will require planning and preparation.

**Grading & Course Deliverables:** SFA 250 is a graded course counting as 1 credit hour. Letter grades will be assigned for this course based on the following points:

- **A 1000-900**
- **B 899-800**


Attendance:
- You are required to attend and be punctual for **ALL** classes for this course.
- If you are more than 5 minutes late to any class, this will result in a **10 point deduction**
- Any unexcused absence will result in a **10 point deduction**.
- Excused absences consist of only life or death emergencies (i.e., death, severely injured or sick) & must provide legitimate proof and will be evaluated on a case by case basis by the instructor. All requests for an excused absence must be emailed 24 hours in advance unless there are extenuating circumstances.

Class Participation:
Class participation is more than showing up. Be engaged in activities and/or discussions on a regular basis. Speak up in class with questions and/or meaningful comments.

Assignments:
All written assignments will be 1” margins, Times New Roman 12-point font, and double spaced. Points will be deducted for not following formatting requirements.

Point Distribution:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Attendance</td>
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<tr>
<td>Class Participation</td>
<td>75</td>
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<tr>
<td>Watch Videos in Module I</td>
<td>20</td>
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<tr>
<td>Internship Supervisor Agreement</td>
<td>30</td>
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<tr>
<td>Weekly Hours Schedule</td>
<td>20</td>
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<td>Reflection Assignment-S.M.A.R.T. Goals</td>
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<td>Focus2 Self-Assessment</td>
<td>30</td>
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<td>What Can I do With This Major Activity &amp; Paper</td>
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<td>Reflection Assignment from Employee Interview</td>
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<td>Mid semester Supervisor Evaluation</td>
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<td>Mid semester Hours Log</td>
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<td>Instructor Progress Feedback 1-on-1 Meeting</td>
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<td>Resume’ Rough Draft</td>
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<td>Final Resume’</td>
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<td>Learning Outcomes Paper</td>
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<td>Learning Outcomes Presentation</td>
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<td>Total Points</td>
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All Assignments have instructions in Brightspace/D2L under CONTENT.
**Week 1-August 26-September 1**

- Tuesday, August 27-Attend class and go over course expectations and syllabus.
- Watch videos in Module I-Brightspace/D2L.
- Take internship paperwork to site supervisor to be completed.
- Set internship hours for each week with site supervisor in order to complete your 50 hours by the end of the semester. Review the course weekly schedule to make sure you will have you hours completed by Friday, December 6.

**Week 2-September 2-8**

- Finalize internship supervisor paperwork and upload in Brightspace/D2L-Due Sunday, September 8.
- Complete internship weekly schedule for the semester. Upload in Brightspace/D2L-Due Sunday, September 8.
- Complete Reflection Assignment #1-set goals for your internship by using the S.M.A.R.T.-Specific, Measurable, Achievable, and Relevant to you in the timeframe of your internship. Due Sunday, September 8.

**Week 3-September 9-15**

- Officially begin internship and logging hours.
- Login to Focus 2 and complete the self-assessment for My Career Planning Readiness AND My Academic Strengths to determine your Holland Code. Review your assessment results and preferences. Due Sunday, September 15.

**Week 4-September 16-22**

- Work and log internship hours.
- Use WHAT CAN I DO WITH THIS MAJOR for your current intended major. Save results and upload in Brightspace/D2L and include a 1-2 page summary paper of what you learned by using the tool.-Due Sunday, September 22.

**Week 5-September 23-29**

- Work and log internship hours.

**Week 6-September 30-October 6**

- Work and log internship hours.

**Week 7-October 7-13**

- Work and log internship hours.
• Make arrangements to interview an employee from your host site to learn about their career path and the host organization.

• Give site supervisor mid-semester paperwork and hours log.

**Week 8-October 14-20**

• Work and log internship hours.

• Reflection assignment #2- Complete employee interview and write reflection. Due Sunday, October 20.

• Mid-semester Internship Paperwork-Must have satisfactory reports by internship supervisor. Due Sunday, October 20.

• Completed and signed mid-term hours log-Due Sunday, October 20.

**Week 9-October 21-27**

• Work and log internship hours.

• Class meets Tuesday, October 22; 4:00-6:30 p.m.-Be prepared to discuss your interview/paper with your class peers. Bring your paper with you.

• Schedule and meet with instructor to receive feedback on progress of internship and to discuss resume’ you created in SFA 110. Bring resume’ to our meeting. Must meet by Friday, October 25.

• Work on updating your resume’ you created in SFA 110 by reflecting on your experiences and translating those into transferrable skills to list on your resume’. Must turn in rough draft of resume’ to receive feedback and make any recommended changes.

**Week 10-October 28-November 3**

• Work and log internship hours.

• Must turn in CCPD Critique/feedback and make any recommended changes. Due Sunday, November 3.

**Week 11-November 4-10**

• Work and log internship hours.

• Work on recommended changes to resume’.

**Week 12-November 11-17**

• Work and log internship hours.
• Final copy of updated resume’-Due Sunday, November 10.

• Work on Internship Learning/Outcomes paper and presentation.

**Week 13-November 18-24**

• Work and log internship hours.

• Give site supervisor final internship evaluation paperwork.

• Work on Internship Learning/Outcomes paper and presentation.

**Week 14-November 25-December 1**

• Thanksgiving Holiday

**Week 15-December 2-8**

• Wrap up internship hours and submit final paperwork from site supervisor and signed hours log. Must have satisfactory reports by internship supervisor. Due Sunday, December 8.

• Work on Internship Learning/Outcomes paper and presentation.

**Week 16- Finals Week-December 9-13**

• Internship Learning/Outcomes paper and presentation. Presentations will be done in class on Tuesday, December 10; 4:00-6:30 p.m. Paper due in Brightspace/D2L by class time. Everyone must be present.

**Potential for Course Changes:**

This syllabus represents a “best” plan for this course; but as with most plans, it is subject to change depending on course needs and circumstances. Should any changes be necessary, students will be informed in writing as promptly as possible so make sure you check your SFA email.

**Student Ethics and Other Policy Information Academic Integrity:**

It is the policy of Stephen F. Austin State University that academic dishonesty is a completely unacceptable conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include failure of the course or suspension from the University.

**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 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. You may read
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 D-34.1). 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 Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Students with Disabilities:
To obtain disability-related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, (936) 468-3004 / (936) 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify me and outline the accommodation and/or auxiliary aids to be provided. You will then need to schedule a time to meet with me, discuss your accommodations, and I will sign the Special Accommodation Request Form. For more information, visit this site: http://www.sfasu.edu/disabilityservices/

Withheld Grades Semester Grades Policy (A-54)
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 and 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.