APPLIED SKILLS INTERNSHIP
SFA Spring 2019
Phone: 936-468-2224
Office: LAN 359

Instructor of Record: Dr. Dana Cooper
Class: Wednesdays at 12pm, F 379
Email: cooperdc@sfasu.edu
Office hours: Tuesdays & Thursdays, 8:15-9:30am & 10:45-12pm

Description of Course
Three credit hours. Supervised experiential learning in which the student demonstrates the following skills: (1) professionalism; (2) problem solving; (3) oral communication; (4) written communication; (5) intercultural fluency; (6) teamwork; (7) leadership. Student will have a professional mentor and will work in a team with other students. See the Applied Skills Internship Program Guidelines booklet for more information.

Program Learning Outcomes
This is an interdisciplinary internship course and no specific program learning outcomes for this major are addressed in this course.

Student Learning Outcomes
● The student will demonstrate the ability to research a complicated workplace problem to understand its context, causes, and effects, and to develop a feasible solution.
● The student will demonstrate the ability to work in a team effectively.
● The student will demonstrate the ability to write clear, grammatically correct prose for a target audience.
● The student will demonstrate the ability to make a clear and persuasive oral presentation before a public audience.

Required Texts
From Campus to Corporate: Soft Skills and Etiquette Tips to Transition with Confidence, by Maria Harr (2015)

Course Requirements and Schedule
● Annotated Bibliography, due Wednesday, February 20
● Problem Analysis, due Wednesday, March 20
● Team Solution Assignment, due Wednesday, April 17
● Proposed Solution with Literature Review, due Wednesday, April 24
● Applied Skills Competition, Monday, April 29
Withheld Grades Semester Grades Policy (A-54 in the Student Handbook)
Ordinarily, at my discretion and with the approval of the academic chair/director, a grade of WH will be assigned only if you 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.

Academic Dishonesty and Plagiarism Policy
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

The minimum penalty for plagiarism or cheating is a zero on the assignment/test in question. Academic dishonesty/plagiarism may result in failure of the course. All instances of academic dishonesty/plagiarism will be reported to the Office of the Dean of the student’s major and will remain part of the student’s record for at least 4 years.

Acceptable Student Behavior
Classroom behavior should not interfere with my 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. I 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, 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 me 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/.