INSTRUCTOR INFORMATION

Name: Dr. Marcus Cox
Email: Primary email: Via Desire2Learn (D2L)
Secondary email: mcox@sfasu.edu
Office: 403-M in McGee Business Building
Office Phone: 936-468-3830 *automatically goes to my cell phone
Dept. Phone: 936-468-4103
Office hours: Monday – 1:00 to 5:00 pm.
             Tuesday – 1:25 to 3:25 pm.
             Wednesday – 12:55 to 3:55 pm
             Thursday – 2:30 to 3:30 by ZOOM by appointment
             Other times by appointment.
Department: Management and Marketing
College: The Nelson Rusche College of Business
Class Meeting Time and Place: Weekly via D2L/Brightspace

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The primary means of communication outside of class is D2L. Students are urged to check D2L 24 hours before class. Ideally, students should check D2L daily for emails, announcements, etc.

COURSE DESCRIPTION:

1-3 semester hours. Supervised on-the-job application of management skills.

COURSE CONTACT HOURS AND STUDY HOURS:

Student’s Responsibility & Time Requirements: Students will need to work approximately 60 hours for each hour of course credit. For a three hour course credit this works out to about 180 hours during the semester. In addition to the internship hours, students will need to prepare weekly reports, read and write a written report on non-profit management, write a reflection paper, and fill out a mid-term and final evaluation of their work.
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 https://www.sfasu.edu/cob/about/plo.

STUDENT LEARNING OUTCOMES:

Upon completion of the course, students should have an integrated comprehension of how the functional area they work in fits with the overall operations of the entire organization. Furthermore, students should be able to apply terminology, concepts, and materials covered in their academic program to a professional setting.

TEXT AND MATERIALS:

There is no required text for this class. Students will be assigned readings via D2L/Brightspace.

GRADING COMPONENTS:

<table>
<thead>
<tr>
<th>Components</th>
<th>Overall value</th>
<th>Total Grade Percentage</th>
<th>Final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Reports</td>
<td>100</td>
<td>.90 to 1.00</td>
<td>A</td>
</tr>
<tr>
<td>Final Supervisor Evaluation</td>
<td>100</td>
<td>.80 to .899</td>
<td>B</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>50</td>
<td>.70 to .799</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>.60 to .699</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00 to .599</td>
<td>F</td>
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</tbody>
</table>

Total possible points 250

IMPORTANT NOTE: Students must receive a work supervisor evaluation of a C or higher in order to receive a passing grade in the class.
GRADING (Continued)
Your grade will be determined by the total points you accumulate throughout the semester. The assignments and their possible point values are listed above.

All out of class assignments are due by the due date on the assignment, unless otherwise noted.

WEEKLY REPORTS AND WRITTEN PAPERS

Weekly Email Reports
Students will submit a weekly email report of the previous weeks activities at the internship. Students should state the activities/tasks they performed, meetings attended, professionals they shadowed, etc. Students should also state the number of hours worked each week.

Students are urged to submit weekly reports on a specific day of the week. For example, send the weekly report every Friday or every Monday.

It is permissible for a student to be a day or two late with a written report on occasion, but students should make an effort to get the reports submitted on time.

Final Supervisor Evaluation
Students will provide their work supervisor a final evaluation form to complete before the end of the semester. The work supervisor will assign the student a letter grade for the internship.

The work supervisor will submit the final evaluation to the supervising instructor.

Reflection Paper
At the end of the internship the student will write a two-page, double spaced, reflection paper on what they learned from the internship experience. The paper may be written in first person. The student may choose to discuss both the positive and negative aspects of their internship experience. The purpose of this assignment is to reflect on what was learned or gained from the internship experience.

Written Report*

*If a student is unable to complete the approximate 180 hours of work required for the 3 hour credit due to illness, pandemic or other extraordinary issue, then a written research report can be done to offset unworked hours. In order to do this, there must be prior, written approval from the professor and department chair/internship coordinator.
HOSTILE OR UNSAFE WORK ENVIRONMENT:
If the student believes they are working in a hostile work environment or are asked to do tasks that are endangering their safety, then they should immediately contact the supervising course instructor before returning to the work environment.

MAKE-UP POLICY:
You may make up an exam, if needed. You should contact the instructor in advance of the exam, if possible, or as soon as you are able. In class activities cannot be made up unless you are on a university sponsored activity (e.g. sport team, academic organization, class fieldtrip, etc.).

The assignment must be made up within one week of returning to campus.

Quizzes and in-class activities that are missed because of non-school sponsored activities/reasons cannot be made-up.

DESIRE2LEARN AND ONLINE ACCESS:
The course materials for MGMT 4363 will be posted on D2L/Brightspace. Although the course is taught in the classroom, this website will be used to support the course, communicate with students, and disseminate information and grades. Our primary means of communication will be through D2L in the form of Announcements and Emails. Students are strongly urged to check D2L at least once every 24 hours. Additionally, course materials and quizzes will be distributed via D2L.

If you experience difficulty accessing the course, please contact the Help Desk /Tech Support at (936) 468-1919 from 8:00am to 5:00pm or via email at d2l@sfasu.edu. Help for students is available online through http://www.sfasu.edu/sfaonline/ -- just look for the link to “D2L Support & Tutorials” on the left-hand side.

WITHHELD GRADE POLICY (University 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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

ATTENDANCE
Attendance will be taken each week via the weekly email report. Students must work approximately 180 hours in order to receive a 3 hour course credit.
SFA ACADEMIC INTEGRITY POLICY: (University Policy 4.1)
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.
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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

PROFESSIONAL CONDUCT (University Policy 10.4)

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 full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) 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.

Student Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu
SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- Job Crisis Text Line: Text HELLO to 741-741

OTHER

The instructor reserves the right to amend the syllabus as necessary due to unforeseen circumstances. In the event the syllabus is amended, students will be appropriately notified.

Continued enrollment in this course constitutes student’s acceptance of the policies in this syllabus.

REVISED: AUGUST 29, 2022
# TENTATIVE COURSE SCHEDULE**
## FALL 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics / Assignments</th>
</tr>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course Introduction</td>
</tr>
<tr>
<td></td>
<td>• Provide syllabus</td>
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<tr>
<td></td>
<td>• Student begins work on internship if not already begun.</td>
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<tr>
<td>Week 2</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 3</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 4</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 5</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 6</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 7</td>
<td>• Work supervisor provides mid-term evaluation.</td>
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<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 8</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 9</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 10</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 11</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 12</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 13</td>
<td>• Provide written report for prior week.</td>
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<tr>
<td>Week 14</td>
<td>• Provide written report for prior week.</td>
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</tbody>
</table>
| Week 15 | • Work supervisor provides final evaluation.  
• Reflection paper due by end of the week.  
• Provide written report for prior week. |

**The instructor reserves the right to amend the course content and schedule as needed.**