**BUSI 4385.500  INTERNSHIP IN GENERAL BUSINESS**  
Spring 2024 - Course Syllabus

**Instructor:** Dr. Carol Wright  
**Email:** Desire2Learn internal email  
**Office:** 229 McGee Business Building  
**Office Phone:** 936-468-1496 Main office 936-468-3103  
**Class Meeting time:** None – all course requirements are met online  
**Office Hours:**  
- Monday 9:00 – 11:00 am  
- Tuesday 9:00 – 11:00 am  
- Wednesday 9:00 – 11:00 am  
- Thursday 9:00 – 11:00 am and 1:00 – 3:00 pm  
Other times by Appt.

**Course Description:** Individually supervised internship in general business. Advanced standing as a major in general business. Consent of department chair.

Required 150 MINIMUM WORK HOURS at the worksite. Additional requirements included a detailed log of activities, employer evaluation, and final report. **Students must “check in” each week by posting in the Dropbox in D2L.**

The internship is designed as a “real-life” work experience in a setting which allows students to consolidate knowledge, apply skills and techniques, and organize a philosophical framework vital for success in their chosen field. Practical work experience is valuable for business students in gaining employment in their chosen profession upon graduation. The skills students acquire from the internship program will enhance their business knowledge and solidify their management skills.

**Textbook:** There is no required textbook for this class. Students are encouraged to locate resources (print, online, or personal) that will help the student develop in their chosen field.

**Grades:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Weekly Activity Logs</td>
<td>100</td>
</tr>
<tr>
<td>Employer Evaluation</td>
<td>50</td>
</tr>
<tr>
<td>Final Report</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>250</strong></td>
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To successfully complete this course, each of the above assignments must be completed according to the assignment instructions. Failure to complete ANY of these assignments will result in an “F” in the course.

**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.
The focus of the internship is to provide supervisory or management-related experiences in a particular area of business activity. Internships have become a standard within many business curriculums and are a distinguishing factor in the recruitment and selection of new graduates by employers.

**Student Learning Outcomes:**

The student will demonstrate career readiness through completion of a structured field-based supervised work internship; daily log of activities; and final report with personal reflection of the internship experience.

- **Learning Outcome #1** -- The student will keep an electronic log that documents work activities.
- **Learning Outcome #2** – The student will prepare a report that addresses a summary of what was learned through the intern experience and reflections on employment skills that applicant would like to develop. Specific guidelines for this assignment will be provided.

**Attendance Policy:** Regular and prompt attendance is an essential part of the internship experience. Students are expected to work all scheduled hours as agreed upon by the employer. Exceptions may be made for university-sponsored or work-related activities, illness, or valid emergency situations.

Using Artificial Intelligence (AI) software or tools, such as ChatGPT, to draft, edit, or revise materials for an assignment is prohibited unless expressly authorized by your instructor.

*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. For additional information, go to https://www.sfasu.edu/docs/hops/04-106.pdf.

**Withheld Grades Semester Grades (HOP policy 02-206)**
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/docs/hops/02-206.pdf.

**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 sfasu.edu/disabilityservices.

**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)
sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
sfasu.edu/humanservices/clinics-labs/counseling-clinic
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
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)
• johCrisis Text Line: Text HELLO to 741-741