

UNIVERSITY OF DALLAS

Office of Personal Career Development

3V57 INTERNSHIP (GST, BUS, OR MAJOR-SPECIFIC) SYLLABUS – FALL 2019

COURSE DESCRIPTION

The University of Dallas Internship Program allows qualified students to participate in a work program with duties that directly relate to their field of study in order to be able to become a more valuable contributor in his/her chosen field more quickly. The student will earn credit based on the student's documentation of his/her internship experience, observations, and results.

REGISTRATION PROCESS

1. **Student must request registration on Handshake and await approvals.**
 - ✓ Instructor (OPCD) will approve or deny the course. If student is seeking major-specific credit, the academic department will approve or deny the internship via an email from Handshake.
 - ✓ Internship supervisor (employer) will verify internship details via an email from Handshake.
 - ✓ Students interning abroad must complete: <https://udallas.wufoo.com/forms/study-away-registration/>
2. **OPCD or academic department will approve and process registration.**
 - ✓ Once registered on Handshake, OPCD will register the student for the course with the Registrar.
 - ✓ A personalized syllabus with assignment deadlines will be sent to the student via email.

Registration Deadline: Wednesday, September 4, 2019

INSTRUCTORS

Christina Nguyen, Senior Career Services Advisor: mnguyen1@udallas.edu, 972.265.5827

Other instructors (if student seeks major-specific credit) vary by academic department – Contact Christina Nguyen.

Office hours and location: Augustine 132, M-F, 9:00am - 5:00pm (appointments recommended)

ELIGIBILITY FOR ACADEMIC CREDIT

The student will secure an approved opportunity, supervised by an employee of the organization. Students must:

- With few exceptions, intern at an external (off-campus) organization.
- Adhere to the start/end dates identified in the registration paperwork (minimum of six weeks).
- Must be at least sophomore standing (earned at least 30 credit hours) and have a GPA of 2.5 or above.

Credit hours will correspond to the number of hours worked:

- 1 credit: 50-99 hours (over the course of a full semester)
- 2 credits: 100-149 hours (over the course of a full semester)
- 3 credits: 150+ hours (over the course of a full semester)

*Note: If an internship is taken during the Summer session, or during the Spring or Fall terms, and total semester credits including the internship, do not total between 12 and **18 billing hours**, a \$100.00 fee is charged for up to 3 hours of credit

Students who do not meet the number of work hours required for course credit within the semester will receive an automatic grade of No Pass.

SPECIAL ACCOMMODATIONS

If you have a documented condition requiring Special Accommodations, you bear the responsibility to provide the instructor with the proper documentation. If you have any questions about this or believe this applies to you and still need to set up accommodations with UD, please contact Mr. Joshua Skinner by email at jaskinner@udallas.edu or by phone at 972-721-5385. You can also access the accommodation form online:

<http://www.udallas.edu/aboutus/offices/hr/ada/accommodations>.

ASSIGNMENTS AND EVALUATION

All assignments are required to earn a grade of P (Pass) for BUS/GST 3V57. Specific academic units may require different assignments and assessments or adhere to the assignments below.

The intern bears the responsibility to understand the assignments, usage of required technology, and to maintain a pace throughout the semester to meet all deadlines. **Late work is not accepted and will result in a grading penalty.**

Please review carefully:

1. Weekly Journals and Record of Hours Worked: 45% of Total Grade

Deadline: **Mondays, 12:00pm (noon) CST – Due dates determined during registration process (see below).**

OFFICE USE ONLY: To be completed by OPCD or INSTRUCTOR OF RECORD at registration meeting:

Credit hours: _____ Journal entries: _____

Instructor and student will review calendar and determine final journal deadlines, taking into account school breaks and holidays. Unless an exception is required, journal entries will be divided evenly over the course of the semester.

Journal Entry Deadlines (12:00 PM on the following dates):

1	2	3	4	5	6
7	8	9	10	11	12

Submission: Handshake Experience – no exceptions.

Grading Criteria:

- Submit your journal entries via comments within Handshake experience. (Comments in the system can only be viewed by the student and OPCD Staff). Late journal entries are not accepted.
- Minimum of 250 words per journal entry which must include substantive content reflecting on critical thinking skills, reflections, predictions, and insights. A list of tasks completed for the week will not be accepted and the heading (e.g., title, work hours and etc.) DOES NOT go towards word count.
- Number of hours worked for the prior week must be included.
- College-level writing, free of grammatical and spelling errors, is required.

* Instructor reserves the right to penalize poorly written entries.

2. Final Report: 30% of Total Grade

Deadline: **Monday, December 9, 2019 – 12:00 PM CST**

Submission: Handshake Experience – no exceptions.

Grading Criteria:

- Upload Word document as an attachment in your Handshake Experience. Title the document: *"LastName.FirstName.FinalReport."* Your Final Report will ONLY be accepted via Handshake.
- **Late reports will result in a penalty of 50% for the assignment.**
- Minimum of **250 words per topic** addressing each of the following:
 - Topic 1: Summarize your experience as an intern, identifying skills and interests that were strengthened from the experience. Provide an overview of the value of the internship in relation to your academic studies at the University of Dallas.
 - Topics 2, 3, and 4: Assess your progress in achieving the three learning outcomes you identified with your employer at the onset of the internship. Please write one composition per outcome. Consider some of the following questions in drafting your content:
 - What obstacles did you overcome?
 - What did you uncover in your work relating to the learning outcome?
 - How did your approach toward addressing achieving the outcome evolve?
 - What prior beliefs or behaviors were either confirmed or challenged during your work toward achieving the outcome?

3. Updated Resume: 10% of Total GradeDeadline: **Monday, December 9, 2019 – 12:00 PM CST**

Submission: Handshake Experience – no exceptions.

Grading Criteria:

- Upload an updated resume (to include current internship) properly formatted, and error-free as a Word document as an attachment.
- Title the document: "*LastName.FirstName.Resume.*"

4. Satisfactory "Supervisor Evaluation of Performance": 15% of Total GradeDeadline: **Monday, December 9, 2019 – 12:00 PM CST**

Submission: Handshake via email.

Grading Criteria:

- The student's supervisor will receive an online Employer/Student Evaluation survey via email (from handshake@mail.joinhandshake.com) and must complete and submit by deadline.
- The student bears the responsibility of verifying the accuracy of his/her supervisor's email and verifying employer's receipt of the survey (employer should double check inbox and spam/trash folder).
- **Strict adherence to the deadline for submission of the Evaluation is required to earn a Passing grade. Students bear the responsibility of following up with their supervisors about the content and status of the survey.**
- In the unlikely event that an employer indicates that student is not employable due to on-the-job behavior, the student will be penalized 50% for this assignment.

GRADING SCALE

Students will earn a grade of either Pass or No Pass in this course. The following grading scale will be used to determine the final grade for the class:

PASS	70-100 pts.
NO PASS	0-69 pts.

Student performance in the 3V57 course will be assessed on several measures:

1. Weekly Journal*: 45% (45/100 points)

The following chart provides a breakdown of the "value" of each journal entry based on credit hours earned in the course:

Course Credits	Number of Journal Entries	Value per Entry
1	6	7.5 points
2	9	5 points
3	12	3.75 points

***Late journal entries are not accepted, and the student will be penalized the full amount for submissions after the 12:00 PM CST deadline.**

2. Internship Final Report: 30% (30/100 points)
3. Updated Resume: 10% (10/100 points)
4. Employer Submitted Evaluation: 15% (15/100 points)

Interns should check their email and Handshake regularly for announcements, reminders, and updated grades.

Students who do not meet the number of work hours required for course credit within the semester will receive an automatic grade of No Pass.