

**McCoy College of Business Administration
TEXAS STATE UNIVERSITY
Department of Management
MGT 4392.251
Human Resource Management Internship
Spring 2018**

INSTRUCTOR: Judy Dietert
OFFICE: McCoy Hall 315
OFF. HOURS: M: 11:00-3:00
& by appointment

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COURSE DESCRIPTION:

MGT 4392 provides students with an integration of professional and academic experience through internships with external employers.

COURSE MATERIALS:

The internship does not require any specific course materials. Students should check with their supervising company to determine if they require any special materials. Students should use TRACS to view all course assignments and grades. Students should use their Texas State email address to communicate with the instructor and to submit documents and assignments.

LEARNING OBJECTIVES:

1. Acquire hands-on experience applying classroom knowledge on the job.
2. Verify career and degree choice.
3. Develop interviewing and job search skills.

SKILLS AND KNOWLEDGE YOU ARE EXPECTED TO BRING INTO THIS COURSE:

Most employers expect their interns to have a working knowledge of Microsoft Office software.

PREREQUISITES:

Students must be Management majors with the Concentration in Human Resource Management, classified as juniors or seniors, and must be in good academic standing to enroll in the internship class. MGT 4373 is the course prerequisite, and there are other specific guidelines which must be met:

Students must participate in the internship according to the guidelines furnished by the supervising company. Companies must be approved by the instructor, in accordance with the policies of the Management Department. Students must fulfill the minimum 10 week/200 job hour requirement in order to receive credit for fall or spring internships and 8 week/160 job hour requirement for summer internships. Internship positions may be paid or non-paid, full-time or part-time. Students may enroll in a maximum of 12 total hours during the fall or spring, including the 3 hour internship class; they may enroll in one additional course each summer session while doing a summer internship, for a maximum of 9 total hours including the 3 hour internship class.

COURSE POLICIES:

A. INSTRUCTIONAL METHODOLOGY:

Interns will have the opportunity to gain hands-on experience with professionals in their chosen field. Submission of course assignments, which are enumerated in Section C below, is required.

B. ATTENDANCE:

You are required to attend an orientation session at the beginning of the semester. Other attendance requirements are to be discussed between you and your supervisor at your internship. Of course, regular and punctual attendance at your internship is expected.

C. COURSE REQUIREMENTS:

Assignments: Students are expected to check TRACS regularly for assignments and postings. All assignment templates can be found on TRACS, as well as instructions for each assignment. Your assignments must be submitted via email, fax, mail, or in person (preferably email to indicate the submission date). DO NOT submit assignments using the Drop Box function on the TRACS site; this is strictly for your use to save the most recent working copy of your assignments if needed. The due dates for each assignment are listed on page 5. If your internship begins or ends more than two weeks before or after the semester dates, contact us within two weeks of the semester start for adjusted due dates. For every weekday an assignment is late, 10 points will be deducted from your grade. For every weekend day an assignment is late, 5 points will be deducted from your grade. You can access your grades and a grading rubric on TRACS. Be sure to refer to the grading rubric designated for your section of the internship class!

Hour Requirement: If 1/3 of the required hours (200 for fall or spring internships; 160 for summer internships), have not been met through any of your MPR time periods, email us your plans for completing the required minimum hours, along with your MPR submission. **Remember that 5 points will be deducted for every 10 hours short; 10 points will be deducted for every week short once final grades are calculated.**

1. INTERN PROFILE:

This assignment confirms that both the intern and the intern supervisor are aware of the internship responsibilities and due dates. It also provides the contact information for the intern and the intern supervisor during the semester of the internship. If your Intern Profile is not received by the due date with your supervisor's signature, you will be asked to drop the class. **Please note that the intern profile must be typed or it will not be accepted.**

2-4. THREE (3) MONTHLY PROGRESS REPORTS:

There are three MPRs which are due throughout the semester. They will include a summary of your job responsibilities, along with a self-evaluation. Additionally, each MPR includes an analysis of several aspects of your internship and/or your supervising company. MPR 1 and 2 should be approximately 5-7 pages, double spaced. MPR 3 should be approximately 7-10 pages. Each MPR varies, so it is suggested that you refer to the MPR grading rubric and MPR instructions, which are located in the resources folder on the TRACS website. MPRs may be emailed, faxed, mailed, or hand-delivered to the internship office or the Management Department office. In addition, all direct quotes must be in quotation marks and cited. Please note that your reports will be checked carefully for plagiarism. If plagiarism occurs, you will receive a "0" on these reports.

*Assignment Option: Final Presentation (Replaces MPR 3 Grade)

This option was suggested by past interns in order to bring students together to share their insights, knowledge and experiences. This will be an oral presentation that will be held in McCoy Hall. If you wish to participate in this opportunity, please email the Final Presentation Request form by the stated due date. If enough students wish to participate, we will book classrooms and secure dates and times to hold the presentations. All interns will be invited to attend the final presentations and may also share information regarding their experiences/insights gained/etc... The Final Presentation Request form and Final Presentation grading rubric are located on the TRACS site, under Resources in the Final Presentation folder.

5. MIDTERM CHECKPOINT:

There are multiple options to choose from to satisfy this assignment. See page 5 for a complete list of all choices.

6. SUPERVISOR EVALUATION:

The supervisor evaluation must be completed by an appropriate and responsible management-level individual in your firm, indicating your successful completion of the requirements of your internship—preferably your supervisor with whom you have worked most closely during the semester. Some companies have their own standard evaluation forms, which may be substituted for our form, provided the same basic evaluation criteria are covered.

NOTE: Although we will send your supervisor the evaluation form, it is your responsibility to ensure that we receive it by the due date. Your internship requirement is not complete, nor will you be assigned a grade, until it is received, as it constitutes a substantial percentage of your final grade!

INTERNSHIP EVALUATION: (Non-graded component). This is your opportunity to evaluate the internship experience, internship course, instructor, and your company. Although this is non-graded and not required, it provides valuable feedback. All students are encouraged to complete and submit this evaluation form.

Examinations: Not Applicable

Make-up Examinations: Not Applicable

Grade Evaluation: You will receive a letter grade (A, B, C, D, or F) for this course. It is NOT a pass/fail credit.

Points will be earned in the following manner:

Grades will be assigned as follows:

Orientation	5.0%	A = 89.5-100
Intern Profile	5.0%	B = 79.5-89.4
Midterm Meeting	5.0%	C = 69.5-79.4
Monthly Progress Reports	30.0%	D = 59.5-69.4
Employer Evaluation	55.0%	F = Below 59.5

Registering: Some of you are not registered at this time. Refer to the Registrar's website for your registration access times and payment deadlines. Remember, it is you responsibility to register and pay your tuition for this class on time! Do not ask the internship office or the Management Department for class schedule changes to accommodate your internship work schedule!

CLASSROOM CIVILITY:

Disruptive behavior in the classroom is prohibited in Section 03.01 of Texas State's Code of Student Conduct and includes behavior that substantially or repeatedly interferes with the conduct, instruction, and education of a class. The complete Conduct of Classes policy is available at:

<http://policies.txstate.edu/division-policies/academic-affairs/02-03-02.html>

UNIVERSITY/COLLEGE POLICIES:

A. DROP: Dropping means that the student will remain enrolled in at least one hour in the current semester. A "W" will be automatically assigned if the drop procedure is completed on or before **11:59 p.m. on March 27, 2018**. After this drop deadline, the student will be unable to drop individual classes and will receive the grade earned in the course (see [AA/PPS 02.03.12](#) for a list of grades). It is suggested that students consult the instructor prior to dropping from the class.

WITHDRAWAL: Withdrawal means that the student is going to zero hours for the current semester. A "W" will be automatically assigned if the withdrawal procedure is completed on or before **11:59 p.m. on March 27, 2018**. After this deadline, the student may withdraw on or before **11:59 p.m. on April 19, 2018**. If the student is passing the class on the official date of withdrawal, a "W" grade will be assigned. If the student is failing the class on the date of withdrawal, a "U" grade will be assigned. [See AA/PPS 02.02.20](#) for the full policy.

B. ACADEMIC HONESTY: Submission of any work for a grade for which unauthorized help has been received is termed academic dishonesty and will be grounds for a failing grade in the course. "Unauthorized" is a term used here to designate stealing, copying (with or without permission), collaboration with other individuals, or sharing programming code outside of sanctioned group activities. Students are strongly encouraged to refer to the Texas State student handbook, available at <http://www.dos.txstate.edu/handbook.html> for policies related to academic dishonesty. **This instructor views any such act as a clear violation of ethical standards and will take appropriate disciplinary and punitive action.**

C. HONOR CODE: All students are required to abide by the Texas State University Honor Code found in [UPPS 07.10.01](#). The pledge for students states:

Students at our university recognize that, to ensure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

I pledge to uphold the principles of honesty and responsibility at our university.

D. FINANCIAL AID: Federal regulations require students to meet certain minimum academic and attendance standards in order to remain eligible for financial aid assistance. Other program-specific requirements may also exist. Additional information is available at www.finaid.txstate.edu.

E. STUDENTS WITH DISABILITIES: A student with a disability may require an accommodation(s) to participate in the course. They must contact the instructor as soon as possible, typically within the first two weeks of the semester. They will be asked to provide documentation from the Office of Disability Services (ODS) at that time. Failure to contact the instructor in a timely manner will delay any accommodations they may be seeking. Ongoing care by a physician does not automatically qualify you as an ODS special needs student. Students are required to file paperwork for accommodations with ODS each semester. Accommodations granted one semester do not automatically carry forward to the next. See [UPPS No. 07.11.01](#) for additional information.

COURSE OUTLINE

Note: These due dates are only for students on regular due dates; if your internship begins or ends more than two weeks before or after the semester dates, contact us within two weeks of the semester start for adjusted due dates.

<u>Assignment</u>	<u>Due Date</u>
Orientation	January 31
Intern Profile	January 31
Monthly Progress Report #1	February 12
Deadline to Schedule Midterm Meeting if selecting #2, 3, 4, or 5 below	February 21
Midterm Checkpoint *	March 2-23
Monthly Progress Report #2	March 21
Deadline to Submit Final Presentation Request Form	April 18
Monthly Progress Report #3 <u>or</u> PowerPoint Slideshow	April 30
Supervisor and Internship Evaluations	May 7
Final Presentations	May 8 &/or 9 – 6 p.m.

*** Midterm Checkpoint – Your Choice:**

1. Attend a group internship meeting during the midterm time period (Date/Time TBD); share some of your experiences and thoughts about your internship experience and hear about other students' experiences!
2. On-site visit at internship location with you, me, and your supervisor
3. One-on-one visit in my office (you and me)
4. One-on-one conference call (you and me)
5. 3-way conference call (you schedule – you, me, your supervisor)
6. Send your supervisor and me a brief email (4 paragraphs) with the subject line "Midterm Checkpoint"—let us know:
 - what your favorite aspect of the internship has been thus far
 - what strengths you feel you have exhibited in your internship
 - what challenges/weaknesses you feel you have
 - how you're working to overcome those challenges/weaknesses