

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF BUSINESS

INTERNSHIP/CO-OP PROGRAM POLICY, PROCEDURES & COURSE SYLLABUS

Course Title: Cooperative Education III – MGMT 3393		
Course Prefix: MGMT	Course No.: 3393	Section Number: P01
	Department of Management & Marketing	
Instructor Name:	Kimberly Gordon	
Office Location:	Agriculture/Business Multipurpose Building, Room 452	
Office Phone:	(936) 261-9238	
Fax:	(936) 261-9241	
E-mail Address:	klgordon@pvamu.edu	
U.S. Postal Service Address:	Prairie View A&M University	
	P.O. Box 519	
	Mail Stop 2300	
	Prairie View, TX 77446	
Office Hours: Tuesdays, 2:30 – 4:00 pm, Wednesdays, 1:30 – 3:00 pm, or by appointment https://calendly.com/klgordonpvamu/45min		
Virtual Office Hours: By appointment; please see Communications and Expectations below		
Course Location:	Note: this course does not meet during traditional hours, please contact the instructor for method of instruction and delivery of materials.	
Class Meeting Days & Times: Please contact the Department Head or Instructor for details.		
Catalog Description: MGMT 3393. Management Internship, Co-Op. (0-0) Credit 1 or 3 semester hours. Supervised full-time training in industry, government or other agencies for junior-level information systems majors. Individual conferences, company performance evaluations and written reports required. The duration of the program will be one regular semester or two consecutive summer terms. Prerequisite: Junior classification and 9 semester hours of information systems courses including MISY 1013, MGMT 3103 or approval of department head.		
Prerequisites:	Junior classification and 9 semester hours of information systems courses including MISY 1013, MGMT 3103 or approval of department head.	
Co-requisites:	N/A	
Required Text:	Course readings and materials will be provided in class and will be sourced from writings on professional and career development in business from journals, and other areas. Material will also be provided online through the University’s E-courses web portal.	
Access to Learning Resources:	PVAMU Library: phone: (936) 261-1500; web: http://www.tamu.edu/pvamu/library/ University Bookstore: phone: (936) 261-1990; web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d	

Overview

An internship or cooperative education (co-op) program provides students with an on-the-job work experience organized in an educational and academic manner. The benefits to students, employers, and the university are listed below.

Benefits to students:

1. The student can better evaluate his or her chosen academic major.
2. Classroom theory and principles become more meaningful through practical application in work assignment.
3. The student can earn academic credit.
4. Upon graduation the student will have the advantage of professional experiences to help him or her in the job market.
5. The student can earn money to help finance his or her academic career.
6. The student can secure networking opportunities and an opportunity for a permanent future job.
7. The experience is an excellent addition to the student's resume.
8. Often, it opens employment opportunities in the same firm.

Benefits to employers:

1. The employer and the student can observe each other for an extended period of time at work rather than only during short job interviews when considering long-term positions.
2. Upon returning to campus the student becomes a contact for the employers seeking other prospective employees.
3. Employers reduce their training costs.
4. Support institutions of higher education.

Benefits to the University:

1. Create ties with governmental, business, and industrial community.
2. Provide faculty members with the opportunity to gain additional information about their subject matter.
3. Helps update curricula to keep courses aligned with on-the-job requirements.
4. Builds bridges with our customers.
5. Improves the image of the College.
6. Brings in additional support of academic programs.

College of Business Co-op Courses:

In the College of Business, co-op and internship courses are considered electives and can be used to satisfy major requirements. The College of Business offers the following co-op and internship courses during the fall, spring, and summer semesters.

ACCT 3393, Accounting Internship I
ACCT 4393, Accounting Internship II
MISY 3393, Information Systems Internship I
MISY 4393, Information Systems Internship II
FINA 3393, Finance Internship I
FINA 4393, Finance Internship II
MGMT 3393, Cooperative Education II
MGMT 4393, Cooperative Education III
MRKT 3393, Cooperative Education II

Internship Opportunities and Eligibility:

Students seeking a co-op or internship should schedule an appointment with the College of Business internship coordinator. Students may secure their own co-op or internship positions. They may also seek assistance from a variety of other sources, including:

- University Career Services Office (2nd Floor, Evans Hall),
- Faculty members,
- Friends and family,
- Researching companies of interest, and
- Online resources.

The sponsoring companies, firms, or entities will determine acceptance of interns. Requirements may include resume review, interviews, etc.

To obtain academic credit for a co-op or internship experience, students must register for a co-op or internship course with the internship coordinator (a faculty member) or with their respective College of Business department head, pay related tuition and other fees, and earn a grade of C or better.

Qualifying Companies and Firms

Many companies offer internship opportunities, however not all internships qualify for college credit. Internships are evaluated on a company by company basis and it must be evident that a student will be able to apply learned business concepts and receive a professional work experience. The internship coordinator and department head will determine if an internship is eligible for credit.

To determine eligibility, the student must provide:

1. an official job description, including the official job title on company letterhead,.
2. the name of the student's supervisor or an organization contact,
3. an official offer letter on company letterhead, and
4. an updated resume.

A student is eligible for a College of Business co-op or internship based on the following criteria:

1. The student must be in good academic standing.
2. A minimum 2.5 overall cumulative grade point average.
3. Have obtained at least sophomore status (30 earned credit hours)
4. Have passed, with a grade of C or better, six hours of coursework in their respective field.
5. Have the approval of the internship coordinator and department head.

Students may earn a maximum of six total credit hours for internships and are limited to registering for three internship credit hours per semester. Internships for academic credit require a *minimum* of 150 hours of work per semester (roughly ten hours per week). Employers may require more. The internship may or may not include compensation, scholarships, housing, or transportation.

Prior to interning, a student briefing is provided by the internship coordinator. The purpose of the briefing is to review the internship purpose, course requirements, and the grading methodology. During the semester, the internship coordinator or department head will contact the intern's supervisor. The primary purpose of this call is to review the progress of the intern and to plan future recruitment activities. A formal evaluation is required of supervisors and a part of the course grade.

Assessment for Learning (Grading)

The determination of the final grade for an internship will be based on:

- the supervisor's evaluation (40%),
- the student internship report (40%), and
- the student's weekly journal (20%).

Report

Students enrolled for academic credit are required to submit the report prior to finals week. The purpose of the report is to substantiate whether or not the objectives of the internship were met. The report should not be a chronological diary. The report is graded by the internship coordinator and may be reviewed by the department head. It should be a typed narrative, single-spaced, ten to fifteen pages, and contain the following:

1. Name of the immediate supervisor on the job, his or her title, and means of communicating with the supervisor, including phone, fax, E-mail, and postal address.
2. Objectives of the job assignment during the internship.
3. Intern's position with organization (including organizational chart).
 - a. The technical nature of the job (if applicable).
 - b. The administrative or managerial duties of the job.
4. Details of specific assignment which should include
 - a. Objectives of the assignment.
 - b. Description of tasks.
 - c. Method or approach to completing tasks.
 - d. Source of information required to perform tasks.
 - e. Impact of the intern's responsibilities on the unit or department.
 - f. Summary of the skills learned and/or the job training completed.
 - g. Extracurricular involvement.
 - h. Assessment of academic preparedness to fulfill job requirements.
 - i. The most valuable thing learned from the experience.
 - j. How the internship could be improved.

Supervisor Evaluation

The immediate supervisor evaluates an intern's job performance based on ten attributes. The attributes relate to knowledge, skills, and abilities. The evaluation is based on a scale of zero through one hundred, with one hundred being the highest performance score and zero considered the lowest. The evaluation form is used as an indication of student performance for grade assignment and evaluation forms in aggregate are used to measure the college's success at meeting stated educational goals.

Weekly Journal

As part of the requirements of the course, each intern maintains a weekly chronological journal of his or her internship experience. This should include a description of daily tasks, difficulties encountered, and other meaningful comments. Weekly journals should be no less than one page, single-spaced. The student will also complete a student evaluation at the end of the internship. This will help the college in deciding if other students should intern with the company in the future.

Course Meetings and Assignments

All materials will be submitted to the instructor via e-mail. Deadlines and dates for submission of materials will be communicated by the instructor via e-mail and posted on eCourses by the end of the second week of class.

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Grading Matrix

	Deadline	Point Value	% of
Assignment/Activity	Due by 1:00 p.m.	Assigned	Overall Grade
Weekly Journal 1	13-Jun-19	25	2.50%
Weekly Journal 2	20-Jun-19	25	2.50%
Weekly Journal 3	27-Jun-19	25	2.50%
Weekly Journal 4	4-Jul-19	25	2.50%
Weekly Journal 5	11-Jul-19	25	2.50%
Weekly Journal 6	18-Jul-19	25	2.50%
Student Evaluation & Career Plan	25-Jul-19	50	5.00%
Supervisor's Evaluation *	25-Jul-19	400	40.00%
Final Report	25-Jul-19	400	40.00%
		1000	100.00%

Journal Submission Points

A = 23 -25 Points

B = 20 -22 Points

C = 19 -17 Points

Below 12 points, unsatisfactory

Final Grade Point Tabulation	
900- 1000 Points	A
800 - 899 Points	B
700 - 799 Points	C
600 - 699 Points	D
Below 600 Points	F

Grading

Internship courses are practicums and designed to give students supervised practical application in their major field of study. The supervisor's evaluation of the students' work is of particular importance and weighted accordingly (40% of final grade). When used as a business elective or major elective, a grade of "C" or higher is required in these courses - business majors must earn a grade of "C" or higher **in all business courses**. The benchmark for earning a passing grade is a final grade of 700 or higher with assignments weighted as presented in the Grading Matrix.

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
 - Sending and receiving e-mail
 - A working knowledge of the Internet
 - Proficiency in Microsoft Word
 - Proficiency in the Acrobat PDF Reader
 - Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette): students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Communication Expectations and Standards:

All e-mails or discussion postings will receive a response from the instructor within 48 hours. You can send e-mail anytime that is convenient to you, but I check my e-mail messages continuously during the day throughout the work-week (Monday through Friday). I will respond to e-mail messages during the work-week by the close of business (5:00 pm) on the day following **my receipt** of them. E-mails that I receive on Friday will be responded to by the close of business on the following Monday.

Submission of Assignments:

Assignments, Papers, Exercises, and Projects may be distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

Discussion Requirement:

Since a portion of this course is online, we will participate in conversations about the readings, lectures, materials, and other aspects of the course by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

Communication Expectations and Standards

Most e-mails or discussion postings will receive a response from the instructor within 48 hours as required. You can send e-mail anytime that is convenient to you. E-mail messages are checked frequently during the day throughout the work-week (Monday through Friday) and responded to during the work-week by the close of business (5:00 pm) within 48 hours following the instructor's receipt of them. E-mails received on Friday will be responded to by the close of business on the following Monday.

Grade Replacement Regulation (Undergraduate Students Only)

Students will have the option to replace up to 12 semester credit hours of courses where a C, D or F is earned in a course, effective with courses taken after fall 2011. Grades repeated but not replaced will be averaged in the cumulative grade point average.

PRAIRIE VIEW A&M UNIVERSITY - COLLEGE OF BUSINESS

Supervisor Evaluation

(Print or Type)

Student Name: _____ Student ID#: _____

Semester: _____ Course: _____

Employer: _____

Immediate Supervisor Completing Evaluation: _____

Title: _____

Phone#: _____ E-mail: _____

Scoring Scale

1 = Unsatisfactory (did not meet expectations)

2 = Fair - (somewhat met expectations)

3 = Satisfactory (met expectations)

4 = Good (met and exceeded expectations)

5 = Excellent (far exceeded expectations)

N/A = Not able to evaluate; not applicable to internship position

Using the scoring scale above, please evaluate the following attributes and select the response that best reflects your opinion of the student intern.

Attributes	1	2	3	4	5	N/A
Ability to Learn						
Ability to Work in a Team						
Appearance						
Attitude						
Computer Literacy						
Dependability						
Growth potential						
Interaction with customers/clients						
Interaction with staff/other employees						
Oral Communication						
Poise/Maturity						
Quality of Work						
Resourcefulness/Creativity						
Work Ethic						
Written Communication						

Scoring Scale

1 = Strongly disagree

2 = Disagree

3 = Neutral

4 = Agree

5 = Strongly Agree

N/A = Not able to evaluate; not applicable to internship position

Using the scoring scale above, please read each of the following statements and select the response that best reflects your opinion of the student's performance as an intern.

	1	2	3	4	5	N/A
Responsible in completing assigned tasks.						
Satisfied job attendance schedules (e.g., arrived on time for work)						
Effectively applied classroom knowledge to the job/workplace						
Adaptable to the organization's culture/policies						
Overall, student was a good intern.						

This portion of the evaluation is optional and will not impact the student's grade.

Information provided will be used to assist the college in preparing programs, courses, workshops and feedback regarding the internship and co-operative education programs.

In which areas was the student particularly strong or lacking?

Is there anything you feel the college could provide to make this intern more valuable to your organization?

Was this evaluation discussed with the student intern? ____ Yes ____ No

Additional Comments:

Supervisor's Signature: _____ Date: _____

Supervisor (not the student employee) should e-mail the form to:

Prairie View A&M University

College of Business

College of Business Internship Coordinator

klgordon@pvamu.edu

PRAIRIE VIEW A&M UNIVERSITY - COLLEGE OF BUSINESS
Internship Student Report

Print or Type

Student Name: _____ Student ID#: _____
Semester: _____ Course: _____
Company or Firm: _____
Graded by (Faculty): _____
Reviewed by (Department Head): _____
Phone #: _____ E-mail: _____

The report (paper) should include a narrative of the internship experience including the following:

1. Name of the immediate supervisor on the job, his or her title, and means of communicating with the supervisor, including phone, fax, email, and postal address.
2. Objectives of the job assignment during the internship.
3. Intern's position with organization (including organizational chart).
 - a. The technical nature of the job (if applicable).
 - b. The administrative or managerial duties of the job.
4. Details of specific assignment which should include:
 - a. Objectives of the assignment.
 - b. Description of tasks.
 - c. Method or approach to completing tasks.
 - d. Source of information required to perform tasks.
 - e. Impact of the intern's responsibilities on the unit or department.
 - f. Summary of the skills learned and/or the job training completed.
 - g. Extracurricular involvement.
 - h. Assessment of academic preparedness to fulfill job requirements.
 - i. The most valuable thing learned from the experience.
 - j. How the internship could be improved.

The paper may be graded based on grammar, content, readability and overall quality.

Grading Scale: 90-100 Excellent, 80-89 Good, 70-79 Satisfactory, Below 70 Unsatisfactory

	Points	Score
• Narrative of Experience	(25)	_____
• Content and Completeness	(50)	_____
• Grammar	(25)	_____
 Total	 (100)	 _____

Prairie View A&M University
College of Business
Student Evaluation of Internship Experience

Student: _____ Company: _____
Course: _____ Semester/Term: _____
Faculty Supervisor: _____ Job Supervisor: _____

Please read each of the following statements and select the response that best reflects your opinion of your internship experience.

SCORING SCALE

1 = Strongly disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree

N/A = Not able to evaluate; not applicable to internship position

	1	2	3	4	5	N/A
The internship was a challenging experience.						
The internship was a learning experience.						
The internship work environment was positive.						
I received adequate mentoring from my job supervisor(s).						
I received adequate feedback from my faculty supervisor/coordinator.						
My academic classes prepared me for my internship.						
The internship helped me to better evaluate my career options						
My computer skills were sufficient for me to perform my job.						
My overall internship experience was positive.						
I would recommend internship with this company other PVAMU students.						

COMMENTS

This space is provided for you to add any comments regarding your internship experience; this will not be shared with your supervisor or other employee of the company.

Student Signature: _____ Date: _____

Prairie View A&M University - College of Business
Internship Grade

Print or Type

Student: _____ Student ID#: _____
Course: _____ Term: _____

Supervisor Evaluation	_____	x	40%	=	_____
Student Report	_____	x	40%	=	_____
Weekly Journals	_____	x	15%	=	_____
Student Career Plan	_____	x	5%	=	_____

Total Score _____
Course Grade _____

Faculty Supervisor Signature: _____ Date: _____