**PRAIRIE VIEW A&M UNIVERSITY**  
**COLLEGE OF BUSINESS**  

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

<table>
<thead>
<tr>
<th>Course Title: MGMT 3393 Cooperative Education III</th>
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<tbody>
<tr>
<td>Course Prefix: MGMT</td>
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<tr>
<td>Instructor Name: Kimberly Gordon</td>
</tr>
<tr>
<td>Office Location: Agriculture/Business Multipurpose Building, Room 452</td>
</tr>
<tr>
<td>Office Phone: (936) 261-9238</td>
</tr>
<tr>
<td>E-mail Address: <a href="mailto:klgordon@pvamu.edu">klgordon@pvamu.edu</a></td>
</tr>
<tr>
<td>U.S. Postal Service Address: Prairie View A&amp;M University</td>
</tr>
<tr>
<td>Department of Management &amp; Marketing</td>
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</tbody>
</table>

Office Hours available via Zoom  
Thursday 4:00 – 5:30 p.m.  
For other appointment times via Zoom Conference, please e-mail for availability or schedule online at [https://calendly.com/klgordonpvamu/30min](https://calendly.com/klgordonpvamu/30min)

| Virtual Office Hours: By appointment; please see Communications and Expectations below |
| Course Location: Online |
| Class Meeting Days & Times: Online | Course meeting and check-ins will be via Zoom in keeping with student’s and instructor’s schedules |

**Catalog Description:**

MGMT 3393. Management Internship III, Co-Op. (0-0) Credit 3 semester hours.  
Cooperative program in approved private and public business organizations engaged in planning, organizing, activating and controlling functions in producing and distributing goods and services. Written reports indicating the student's work experience are required.

**Prerequisites:**  
Junior classification and 9 semester hours of information systems courses including MGMT 2000, MISY 1013, MGMT 3103 or approval of department head.

**Co-requisites:**  
N/A

**Required Text:**  
Course readings and materials will be provided online 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/](http://www.tamu.edu/pvamu/library/)  
University Bookstore:  
phone: (936) 261-1990;  
web: [https://www.bkstr.com/Home/10001-10734-1?demoKey=d](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. Interns should expect to independently apply the skills and knowledge from the classroom in the workplace.

Interns should be supervised or assigned to professionals who will guide and supervise their duties and workload as well as review their performance which will be reported back to the College of Business Internship Coordinator for review.

During the internship, students should check in bi-weekly or as listed to evaluate and discuss any concerns regarding their internship experience. The level and type of work performed should be consistent with and similar to a desired future position.

Qualifying Companies and Firms
Many companies offer internship opportunities, however not all internships qualify for college credit. Internship offers 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.

Prior to enrollment, 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 student’s weekly journal, plan & evaluation (35%).
- the student’s evaluation, internship report and presentation (25%), and
- the supervisor’s evaluation (40%),

Report & Presentation
Students enrolled for academic credit are required to submit the report prior to finals week and by the deadline. 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, seven to ten 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.

In addition to the report, students should expect to make a 15-20 minute presentation to faculty and professionals regarding their experience including some elements found in the report.

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 online. Deadlines and dates for submission of materials will be communicated by the instructor via e-mail and posted in the PVAMU Learning Management System Canvas 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.

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Deadline</th>
<th>Point Value</th>
<th>% of Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Journal 1</td>
<td>10-June-21</td>
<td>5</td>
<td>5.00%</td>
</tr>
<tr>
<td>Weekly Journal 2</td>
<td>17-June-21</td>
<td>5</td>
<td>5.00%</td>
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<tr>
<td>Weekly Journal 3</td>
<td>24-June-21</td>
<td>5</td>
<td>5.00%</td>
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<tr>
<td>Weekly Journal 4</td>
<td>2-July-21</td>
<td>5</td>
<td>5.00%</td>
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<tr>
<td>Weekly Journal 5</td>
<td>16-July-21</td>
<td>5</td>
<td>5.00%</td>
</tr>
<tr>
<td>Internship Evaluation &amp; Career Plan</td>
<td>23-July-21</td>
<td>10</td>
<td>10.00%</td>
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<tr>
<td>Supervisor's Evaluation *</td>
<td>23-July-21</td>
<td>40</td>
<td>40.00%</td>
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<tr>
<td>Final Presentation</td>
<td>28-July-21</td>
<td>25</td>
<td>25.00%</td>
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<tr>
<td><strong>Journal Submission Points</strong></td>
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<td></td>
<td><strong>100.00%</strong></td>
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<tr>
<td>A = 4.50 - 5.00 Points</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>B = 4.49 - 4.00 Points</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C = 3.99 - 3.50 Points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90-100 Points</td>
<td>A</td>
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<td>80-89 Points</td>
<td>B</td>
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<td>70-79 Points</td>
<td>C</td>
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<tr>
<td>60-69 Points</td>
<td>D</td>
<td></td>
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<tr>
<td>Below 60 Points</td>
<td>F</td>
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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 70 or higher with assignments weighted as presented in the Grading Matrix.
University Rules and Procedures

Student Support and Success

John B. Coleman Library
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University’s mission of teaching, research, and service and to support the University’s core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

Academic Advising Services
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor’s location by academic major at the Academic Advising Website, Phone: 936-261-5911.

The University Tutoring Center
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at PVPlace. Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: University Tutoring Center.

The Writing Center
The Writing Center provides well-trained peer tutors that assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alert helps students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: Academic Early Alert.

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional
difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: Student Counseling Services.

Office of Testing Services
Testing Services serves to create opportunities by offering suite of exams that aid in the students’ academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: Testing Services.

Office of Diagnostic Testing and Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hardware and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: Disability Services.

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

Veteran Affairs
Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: Veteran Affairs.

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: Office for Student Engagement.

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: Career Services.
University Rules and Procedures

Academic Misconduct (See Student Planner)
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 Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

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 learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a “cheat sheet” on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another’s paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another’s words with quotation marks.

3. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. Fabrication of Information/Forgery: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Nonacademic Misconduct (See Student Planner)
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, or (2) the ability of students to benefit from the instructional program, or (3) 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 Office for Student Conduct under nonacademic procedures.

Sexual Misconduct
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university’s sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at the Title IX Webpage including confidential resources available on campus.
Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students’ Office for additional information and to request accommodations. More information can be found at this webpage.

Non-Discrimination Statement
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in its programs and activities. The University is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies, and can be reached at Harrington Science Building, Suite 109 or by phone 936-261-1744 or 1792.

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. 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 during regular semesters and summer terms. Each faculty member will include the University’s attendance policy in each course syllabus.

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 University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this webpage.

Technical Considerations

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari or Firefox

*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.

Note: Be sure to enable Java & pop-ups in the Web browser preferences
Participants should have a basic proficiency of the following computer skills:

- Sending and receiving emails
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

**Netiquette (online etiquette)**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.

**Video Conferencing Etiquette**

When using Zoom, WebEx or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during session. Before class session begins, test audio, video and lighting to alleviate technology issues.

**Technical Support**

Students should go to the Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

**Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

**Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. 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 such as Word 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, copy and paste to the discussion board.
COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
Supervisor Evaluation
(Print or Type)

Information is provided as an overview; specific information and updates are provided through Canvas

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.

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

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

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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

Course Syllabus: MGMT 3393 Cooperative Education III – Z.01 Summer 2021
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

<table>
<thead>
<tr>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative of Experience</td>
<td>(25)</td>
</tr>
<tr>
<td>Content and Completeness</td>
<td>(50)</td>
</tr>
<tr>
<td>Grammar</td>
<td>(25)</td>
</tr>
<tr>
<td>Total</td>
<td>(100)</td>
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</table>

Total points will be expressed in the percentages defined in the syllabus.
Student Evaluation of Internship Experience

Information is provided as an overview; specific information and updates are provided through Canvas

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

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

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: ___________________

Course Syllabus: MGMT 3393 Cooperative Education III – Z.01 Summer 2021
Internship Grade

Information is provided as an overview; specific information and updates are provided through Canvas

Student:

Course:

Student ID#:

Term:

Supervisor Evaluation

Student Report/Presentation

Weekly Journals

Student Career Plan & Evaluation

Total Score

Course Grade

Faculty Supervisor Signature: __________________________ Date: ____________