

**3V57 INTERNSHIP (GST, BUS, OR MAJOR-SPECIFIC) SYLLABUS – FALL 2021**

**COURSE DESCRIPTION**

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The University of Dallas Internship Program allows qualified students to participate in a work program directly related to their field of study to prepare them to become more valuable contributors in their chosen field. Students will earn credit based on the documentation of their internship experience, observations, results and number of hours worked.

**REGISTRATION PROCESS**

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1. **Student must request registration via UD Handshake and await approvals.**
  - ✓ Instructor (OPCD) will approve or deny the course via [Handshake](#).
  - ✓ Student seeking major-specific credit will need to speak with the academic department for approvals and an email from Handshake will verify the department's approval for the internship.
  - ✓ Internship supervisor (employer) will verify internship details via an email from Handshake.
  - ✓ **Students interning abroad must complete [this form](#).**
2. **OPCD or academic department will approve and process registration.**
  - ✓ Once student is approved on Handshake, OPCD will register student for the course with the Registrar.
  - ✓ OPCD will email a personalized syllabus with assignment deadlines to the student.

**Registration Deadline: Wednesday, September 1<sup>st</sup>**

**INSTRUCTORS**

**Christina Nguyen, Senior Career Services Advisor:** [mnguyen1@udallas.edu](mailto:mnguyen1@udallas.edu), 972.265.5827

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

**Virtual Appointments:** M-F, 9:00am - 5:00pm (appointments can be requested via Handshake or email)

**ELIGIBILITY FOR ACADEMIC CREDIT**

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

- Be of at least sophomore standing (earned at least 30 credit hours) and have a GPA of 2.5 or above.
- Follow the [National Association of Colleges and Employers' criteria](#) for what constitutes an internship.
- With few exceptions, work for an external (off-campus) organization or an eligible on-campus department.
- Adhere to the start and end dates identified in the registration paperwork (minimum of six weeks).\*
- Must work in their industry of interest or in a field related to their major (if earning major-specific credit).
- Must complete substantive work which can be evaluated by measurable outcomes and results by a supervisor.

**Credit hours will correspond to the number of hours worked over the course of a full semester\*:**

- 1 credit: 50-99 hours
- 2 credits: 100-149 hours
- 3 credits: 150+ hours

**\*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 within the semester will receive an automatic grade of No Pass.**

**SPECIAL ACCOMMODATIONS**

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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](mailto: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>.

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 may 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, 5:00pm CST – Due dates determined during registration process (see below).**

Submission: **Copy & paste into the comment section of your Handshake Experience (No exceptions)**

Comments are only viewable between the intern and OPCD staff.

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

Credit hours: \_\_\_\_\_ Word Count: \_\_\_\_\_

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 (5:00pm on the following dates):

1	2	3	4	5	6
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Grading Criteria:

- Heading must include your name, journal entry number, and number of hours worked for the previous week.
- Must meet the word count requirement (not including heading).
- Must include substantive content regarding critical thinking, reflections, predictions, and insights. A list of tasks completed for the week will not be accepted and the heading (e.g., title, work hours, etc.) DOES NOT count toward the word count.
- College-level writing, free of grammatical and spelling errors, is required.
- **Late journal entries are not accepted.**

\* Instructor reserves the right to penalize poorly written entries.

\* Journal prompts under Journal FAQ can be found at <https://bit.ly/udallasinternpage>

**2. Final Report: 30% of Total Grade**

Deadline: **Wednesday, December 8, 2021 – 5:00pm CST**

Submission: Handshake Experience. No exceptions.

Grading Criteria:

- Upload a PDF as an attachment to Handshake Experience. Title the document: *LastName.FirstName.FinalReport*. **(Late reports will result in a penalty of 50% for the assignment).**

**Minimum of 500 words answering one prompt of your choice (be sure to include which prompt):**

- **Prompt 1: Career Development.** 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. How has this experience informed your perspective on your career path?
- **Prompt 2: Learning Outcomes.** Assess your progress in achieving the three learning outcomes you identified with your employer at the onset of the internship. What did you accomplish and what obstacles did you overcome along the way? What were you not able to achieve and why? How did your approach to achieving your outcomes evolve? What would your supervisor say about your performance?
- **Prompt 3: Perspective.** What were your expectations prior to beginning your internship? What prior beliefs or behaviors were confirmed or challenged during your work? What would you tell a fellow classmate if they were considering taking on this internship? How would you advise a classmate on how to succeed in this internship?

**3. Updated Resume: 10% of Total Grade**Deadline: **Wednesday, December 8, 2021 – 5:00pm CST**

Submission: Handshake Experience. No exceptions.

Grading Criteria:

- Upload a PDF as an attachment Handshake Experience. Title the document: *LastName.FirstName.Resume*.
- Resume must be updated to include your current internship. Make sure it is [properly formatted](#) and error-free.

**4. Satisfactory “Supervisor Evaluation of Performance”: 15% of Total Grade**Deadline: **Wednesday, December 8, 2021 – 5:00pm 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](mailto: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 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. **Journal Entries\*:** 45% (45/100 points) – 7.5 points per entry  
All students will be required to submit 6 journal entries. The following chart provides the required word count of each journal entry based on credit hours earned in the course:

Course Credits	Number of Journal Entries	Word Count
1	6	250
2	6	375
3	6	500

**\*Late journal entries are not accepted, and the student will be penalized the full amount for submissions after the 5:00 PM CST deadline.**

2. **Final Report:** 30% (30/100 points)
3. **Updated Resume:** 10% (10/100 points)
4. **Supervisor 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 regardless of coursework submitted.**