

SYLLABUS
BMGT 2489
INTERNSHIP II

McLennan Community College
Waco, TX 76708

Nancy Ray-Mitchell

Revised 2009-2010

OFFICIAL ADA STATEMENT

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the U.S. Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA coordinators, Mr. Gene Gooch, Vice President, Finance and Administration and Dr. Santos Martinez, Vice President, Student Services, shall be responsible for coordinating the college's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom or testing accommodations should contact Marc Sweatt, Disability Specialist, at 299-8122 or msweatt@mclennan.edu.

SYLLABUS

- I. **Supplies:** Paper and writing utensils every class. We will be using "Virtual Leader," a simulation software application. We are currently negotiating with the publisher to get a bulk price. All students will be required to purchase this application. The cost will be approximately \$60.00.
- II. **Catalog Description:** Establishes work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This a Capstone course. The work environment is arranged by the student. Prerequisite: An approved work station. BMGT 2470 – Capstone course must be taken with or following BMGT 2309 or BMGT 1307. (See Guidelines for Internships, page, 61.) Semester hours 4 (1 lec/15-20 lab)
- III. **Approved Work Station:** An approved work station is a prerequisite to this course. Students must be able to learn something new and make a contribution to the organization in which their work station is located. Some work stations will not qualify for this internship. The instructor has sole discretion to approve or disapprove a proposed work station.
- IV. **Format:** This course consists of lecture, discussion, case studies, in-class group activities, independent work projects, oral presentations and business writing assignments. Written work will be turned in via email.
- V. **Attendance Policy:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Student Absences On Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

- VI. **Punctuality and presence in the class:** Punctuality is a crucial business skill. Coming late, leaving early, and going in and out are behaviors which disrupt the entire class and are disrespectful to students and the instructor alike. Attendance is taken every week at the beginning of class. Students coming late more than once will be warned. Students coming late more than three times will be marked absent for the class period. If a student has some special need which the instructor needs to take into consideration with regard to administering this policy, it is the student's responsibility to communicate that to the instructor.
- VII. **Conduct:** Professional class conduct and appropriate dress is expected of each student. I will not allow my class to be disrupted by inappropriate behavior or dress. Specific offenses and consequences can be found in the 2002-2003 Highlander Guide Student Handbook or on the web at: <http://mccweb.mcc.cc.tx.us/students/hguide/gen.html>.
- VIII. **Academic Dishonesty Policy:** Students found to be guilty of acts of academic dishonesty are subject to college policy as found in <http://www.mclennan.edu/students/hguide/gen.html>. In addition, in this class, students are subject to the following discipline:

<u>First Offense:</u>	failing grade on the assignment
<u>Second Offense:</u>	failing grade in the course

Students found guilty of academic dishonesty on extra credit assignments will have one letter grade deducted from their final average.

- IX. **Turnitin.com:** In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by www.turnitin.com (hereinafter, the “Service”). The instructor may use the Service to review all assignments written outside of class. The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Students understand that assignments submitted for credit in this class may require submission to the Service for review and evaluation for originality and intellectual integrity. Students agree that any submissions made for credit may be added to the Service’s database. Students further understand that if the results of the review support an allegation of academic dishonesty, the students’ work will be investigated and the student is subject to discipline according to policy.
- X. **Cell phones and beepers:** All similar devices must be turned off during class. Zero tolerance will be given for distractions from cell phones including silent ringing, checking messages, and using text messaging features. Violators of this policy will be asked to leave the class and not return until the next meeting. If a cell phone is needed for emergency communication, please make special arrangements with the instructor prior to class.
- XI. **Academic Assistance:** Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation.
- XII. **Objectives:** By the end of the semester, the student should be able to:
- A. Know and use the steps in problem solving.
 - B. Objectively look at facts to determine possible causes and cures of a specific problem.
 - C. Listen to others' viewpoints and understand there are many ways to look at and solve a specific problem.
 - D. Organize, write, and format a report.
- XIII. **Specific Competencies:** During this course, the student will:
- A. Master the regular use of email.
 - B. Develop and write a training plan.
 - C. Write professional memos.
 - D. Take and self-analyze personality trait instruments.
 - E. Civilly participate in subjective discussions with peers.
 - F. Analyze business management case studies.
 - G. Write formal reports describing business activities.
 - H. Give oral presentations to the class.
 - I. Learn and implement new work skills.
 - J. Contribute to the organization hosting the internship.

XIV. **Course Administration & Grading:** This class consists of a variety of instructional activities designed to evaluate your mastery of the material. Each activity is assigned a number of points. These points are added up at the end of the semester to determine whether or not students will receive credit for this course.

<u>Assignment</u>	<u>Due Date</u>	<u>Points</u>	<u>Notes</u>
Email Request	29-Aug	5	
Student Information/Project Questionnaire	3-Sep	5	
Rough Training Plan	10-Sep	10	1
Project Memo	17-Sep	10	
Final Signed & Approved Training Plan	17-Sep	30	1
Draft Original Case Study	25-Sep	10	
Final Original Case Study	2-Oct	30	
Self-Diagnostic Report	23-Oct	30	
Progress Memo	30-Oct	10	
Rough Draft of Final Project	6-Nov	20	
Case Study Response	13-Nov	20	
Completion Memo	27-Nov	10	
Final Project	27-Nov	100	2
Project Debriefing – Oral	5-Dec	<u>10</u>	
		300	3

- 1 Students who do not submit this assignment will be Dropped from the class and receive a "W" for the course.
- 2 Students who (a) fail to submit this assign or (b) earn a minimum 50 points on this assignment will receive a grade of "No Credit" for the course.
- 3 In order to receive a grade of "Credit" in this course. students must (a) abide by the class' attendance

policy,
(b) earn a minimum of 50 points on the Final Project,
AND
(c) earn a cumulative total of 210
points.

Course Competencies	Workplace Competencies															Foundation Skills																		
	Resources				Interpersonal					Information				Systems			Technology			Basic Skills					Thinking Skills					Personal Skills				
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E	
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