

Course Code & No. - Section: MGMT 390 & 490
Course Title (Credits): Internship (1-3)
Term & Year: Fall 2015
Course Ref. No. (CRN): MGMT 390 – 80341 / MGMT 490 - 80342

Instructor: Kendra Wong
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Office: TCES 222
Office Hours: Make an appointment at: <http://kendrawong.youcanbook.me/>

Class Meeting Time: M 7:00-8:15 pm (Select dates, see schedule below)
Location: TCES 215

Prerequisites: Consent of the instructor
Corequisites): None

Course Description

This course requires 50 hours per credit of independent fieldwork in a business management environment. Students define specific learning objectives, developed in conjunction with their faculty internship advisor, Department Chair and sponsoring field supervisor. Supervisory performance evaluations, readings, reports, and faculty conferences throughout the internship period reinforce field experience.

Student Outcomes

The outcomes for student internships are specified in each student's individual internship contract prior to faculty supervisor approval. The targeted outcome of this seminar is to facilitate students' ability to achieve the former.

Methods of Assessing Student Outcomes

Student outcomes will be assessed using the following:

1. Classroom presentations, discussions and participation.
2. Quality of weekly journals.
3. Field supervisor's assessment and faculty advisor assessment.

Instructional Strategies

This class will utilize facilitated discussions so that students can connect internship experiences with career goals.

Required Texts and Materials

1. *Guide to Structured Critical Thinking and Problem Solving* by Rick Normington (download free from Moodle)
2. SNC Internship Handbook

Attendance

This class meets four (4) times throughout the semester and the final exam. Therefore, attendance at all class sessions is mandatory. Any unexcused absences will result in a full grade reduction at the end of the semester. For example, if a student earned an "A" an unexcused absence will result in a final grade of "B". An unexcused absence is any absence for which the instructor has not given advance confirmation of "excused." All work is due on the date published on the syllabus or otherwise communicated, irrespective of whether an absence on the due date is excused or unexcused. Late assignments are not accepted unless otherwise negotiated with the instructor. Tardy arrival in class or early departure without advance notice will result in a reduction of participation points.

Sanctions for Cheating and/or Plagiarism**The Honor Code**

The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

Consequences of Violating the Student Honor Code

SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record.

- 1st Offense: Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.
- 2nd Offense: Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.

3rd Offense: Student is expelled.

Grading Policy

This is an upper division course and expectations are set accordingly. Progress toward achieving course objectives will consider both familiarity with, and ability to apply, relevant course concepts. Course grades will be calculated as follows:

Course Component	Points
Attendance/Participation	100
Bi-Weekly Journals (including timesheets)	400
Culminating Presentation	200
Field Supervisor's Performance Assessment	300
Total	1,000

Written assignments: Students are required to submit a bi-weekly journal of activities performed in the course of their internship experience and comment on their key learning insights and/or issues faced. These will form the basis of class discussions in our monthly sessions.

Oral presentations will be graded using the SNC Common Rubric for Oral Communication

ADA Accommodations

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Henry Conover, at (775) 831-1314 x7534, hconover@sierranevada.edu, office in Prim Library: PL-304.

The SNC Email System

The SNC email system is the official communication vehicle among students, faculty members and administrative staff and is designed to protect the confidentiality of student information as required by the Family Educational Rights and Privacy Act of 1974 Act (FERPA). Students should check their college email accounts daily during the school year.

Students have a right to forward their SNC e-mail to another e-mail account (for example, @hotmail or @gmail). However, confidentiality of student information protected by FERPA cannot be guaranteed for SNC e-mail forwarded to an outside vendor. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her SNC email account.

The Sierra Nevada College Mission Statement:

Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental, social, economic and educational sustainability.

The Core Themes:

Liberal Arts	Professional Preparedness
Sustainability	Entrepreneurial Thinking

Class Schedule

Date	RAs Preparation/Assignments Due	All Other Internships Preparation/Assignments Due	Topic of Discussion & Journal
Week 2 8/24	Meeting 7:00 Be prepared to discuss your internship. <ul style="list-style-type: none"> • Organization you are working at • What you foresee doing • Your goals for the internship • How the internship fits within the context of your educational path Bi-weekly Journal Internship goals, register for course	Meeting 7:45 Be prepared to discuss your internship. <ul style="list-style-type: none"> • Organization you are working at • What you foresee doing • Your goals for the internship • How the internship fits within the context of your educational path Bi-weekly Journal Internship goals, register for course	Expectations of internships, individual goals, connection to academic course of study
Week 4 9/7	No meeting Bi-weekly journal and timesheets	No meeting Bi-weekly journal and timesheets	

Date	RAs Preparation/Assignments Due	All Other Internships Preparation/Assignments Due	Topic of Discussion & Journal
Week 6 9/21	Meeting Be prepared to discuss your internship. <ul style="list-style-type: none"> • How is the internship meeting your expectations • How is the internship not meeting your expectations • What can you change going forward? • How does the internship fit within our long-term career goals? • Networking opportunities within your job Bi-weekly journal and timesheet	No meeting Bi-weekly journal and timesheets	Internships and career goals, networking
Week 8 10/5	No meeting Bi-weekly journal and timesheets	Meeting Be prepared to discuss your internship. <ul style="list-style-type: none"> • How is the internship meeting your expectations • How is the internship not meeting your expectations • What can you change going forward? • How does the internship fit within our long-term career goals? • Networking opportunities within your job Bi-weekly journal and timesheet	

Date	RAs Preparation/Assignments Due	All Other Internships Preparation/Assignments Due	Topic of Discussion & Journal
Week 10 10/19	Meeting Be prepared to discuss your internship. <ul style="list-style-type: none"> How does this internship relate to what you have learned or are learning in classes? Bi-weekly journal and timesheet	No meeting Bi-weekly journal and timesheet	Internship as part of your educational path Discuss expectations for culminating presentation
Week 12 11/2	No meeting Bi-weekly journal and timesheet	Meeting Be prepared to discuss your internship. <ul style="list-style-type: none"> How does this internship relate to what you have learned or are learning in classes? Bi-weekly journal and timesheet	
Week 14 11/16	Meeting Presentation expectations Bi-weekly journal and timesheet	No meeting Bi-weekly journal and timesheet	Invite internship supervisors to final presentations
Week 16 11/30	No meeting Bi-weekly journal and timesheet	Meeting Presentation expectations Bi-weekly journal and timesheet	
TBD (Final Exam period)			Final Presentations