

wCourse Code & No. - Section:	MGMT 390/490 – Section 1
Course Title (Credits):	Internship Seminar (1, 2, 3 or more)
Term & Year:	Spring / 2014
Course Ref. No. (CRN):	10071/10072
Instructor:	Richard S. Normington, DHL MS, CMC
Phone(s):	Cell: 775-233-3571 (8am.-5 pm.); Office: 775-831-1314, x7449
Email:	rnormington@sierranevada.edu
Office:	TCES, room 222
Office Hours:	See calendar on office door
Class Meeting Time:	Tu January 21, 5:30-6:45, then on Feb 18, Mar 27, Apr 17, plus the scheduled final exam period for the culminating presentations – May 13 6:30-9:30.
Location:	TCES215
Prerequisites:	If any, as determined by the faculty internship advisor.
Corequisites:	None

Instructor's Profile: Before beginning a second career in higher education, Professor Normington spent 30 years in the telecommunication industry as an engineer, network operations manager, sales manager, account manager, antitrust case manager, product developer, product management director, division sales manager and senior executive in a wide variety of disciplines, including sales and marketing, corporate strategy, international business development, and public policy. He began teaching as an adjunct professor in 2001 and joined SNC in Fall 2005. He became SNC's Harold Walter Siebens Entrepreneurship Chair in 2007, Dean of Continuing and Online Education in 2008, and Business Department Chair in 2009. He was named Dean of Business in 2012 after relinquishing the Dept Chair position. He earned a BA in Political Science from UC Davis, did graduate work in business at Long Island University, received his MS in Advanced Business Management from Pace University in New York City, and an honorary Doctor of Humane Letters from SNC in 2012. He is also a Certified Management Consultant and serves on several boards of directors, including the Nevada Center for Entrepreneurship and Technology and the California State Summer School for Mathematics and Science.

The 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**. [Note: SNC's four core themes are emphasized in **bold** text.]

Course Description

The course has been designed to assist students maximize their internship experiences through interactions with each other and the instructor/facilitator. Students will deliver a comprehensive public presentation at the end of the term instead of a written internship portfolio.

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.

Required Texts and Materials

1. *Professionalism – Skills for Workplace Success*.
2. SNC Internship Handbook

Special Accommodations (ADA) Statement

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 or go to the OASIS offices on the third floor of Prim Library within the first week of the semester.

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.

Attendance

Attendance at all class sessions is mandatory. Missed classes will cause a 1-point reduction in both participation and attendance for each class missed. In addition, no more than three (3) unexcused absences may be incurred without an additional grade reduction penalty. **Each** unexcused absence past the third will result in the reduction of approximately one-third of a grade point of the grade otherwise earned. In other words, an “A-“ will be reduced to a “B+,” “B+” will be reduced to a “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 will incur late penalty deductions of approximately 5% per day beyond the date due or otherwise negotiated with the instructor. Tardy arrival in class or early departure without advance notice will result in a reduction of participation points.

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

Grade Points

Attendance

Applied only as a deduction as necessary

Culminating Presentation

Field Supervisor's Performance Assessment

Written assignments: In this course, as in the business world, the quality and professionalism of the language and presentation of written and presented work will count. Papers with substantial grammar, spelling, or word-choice errors will suffer. The level of formality of writing and presentation should be business-appropriate and slang or vernacular expressions are to be avoided. Students for whom English is a second language or who require accommodation based on documented need should see the instructor. **All students are encouraged to submit draft work for review and comment whenever time allows. Papers should use the APA formatting template posted on Moodle by the instructor. Papers will be graded using the SNC Common Rubric for Written Communication.**

Late assignments will be penalized 5% for each day the assignment is late and missed exams will be assigned a zero grade unless prior arrangements are made with the instructor. In extremely unusual cases, these penalties may be waived at the instructor's discretion in cases of documented serious circumstances clearly beyond the student's control.

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

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.

Class Schedule

The order of topics, tests, assignments etc. is presented in the table on page 6. This represents the course plan. While every effort will be made to adhere to the following timetable, slow or fast progress, student interests, or unexpected events such as guest speakers may change this timetable.

Description of Course Assignments and Projects

1. **Individual Papers** must use the APA writing template posted on the course Moodle site, and must incorporate citations from at least five (5) **different** sources. See the SNC Prim Library Guide for prospective research sources. **Disclaimer** - If any part of this syllabus violates Sierra Nevada College policy or any other governing policy, that policy will take precedence.

Schedule

	Date	Preparation / Assignments Due	Topic
1	1/21	Be prepared to discuss your internship	Review of seminar objectives, sharing of internship information by students
2	2/18	Submit bi-weekly journals to instructor and faculty supervisor	Experience sharing and discussion
3	3/27	Submit bi-weekly journals to instructor and faculty supervisor	Experience sharing and discussion
4	5/5-5/10	Submit bi-weekly journals to instructor and faculty supervisor; Review draft presentation with instructor	
5	12/9-13	Review draft presentation with instructor	Public presentations