McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERNSHIP I – BUSINESS ADMINISTRATION & MANAGEMENT

BMGT 2388.01

Tommy "T-Low" Lowrance

NOTE: This is a 16-week course

Course Description:

Establishes a 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 may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student. (See Guidelines for Internships). Semester Hours: 3 (1 lec/15-20 lab).

Prerequisites and/or Corequisites:

Prerequisites: An approved work station
          BMGT 1327 (either completed or currently enrolled)
          You must be working/volunteering at least 15 hours/week

Course Notes and Instructor Recommendations:

Approved Work Station

An approved work station is a prerequisite to this course. Students must be able to learn something new about management, involving planning, organizing, leading, controlling, 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.

Approved Work Project

You must have a project in which you learn something which will help both you and your employer. It cannot be clerical or something repetitive. If you do not complete your project as outlined in your training plan, you will not receive credit. If you leave your job for any reason, you will not be able to complete your project or the course, and you will not receive credit. In extreme circumstances, an incomplete can be given. If you receive an incomplete, your project must be completed according to your training plan prior to the end of the next 16-week semester (Fall 2020). Most students do NOT finish an incomplete in an internship.

Students are responsible to obtain an approved work station for this course and develop a training plan which meets the following specifications:
1. Concerns one of the four functions of management (Planning, Organizing, Leading, or Controlling).
2. Creates value for the organization being served.
3. Provides the student with a learning experience.
4. Work effort on the project is sufficient to earn three hours of college credit; approximately 120 hours.

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Computer literacy and basic knowledge of Brightspace is required to be successful in this course. If you are unfamiliar with how to use Brightspace, I recommend you visit the Virtual Learning Commons course in Brightspace and the "Got questions" widget located on the home page of your Brightspace account.

Any email communication from your instructor will be sent to your MCC student email address. You will need to monitor your student email throughout your time at MCC. Any emails sent to your instructor should be sent from your student email.

Brightspace offers the ability to send an "instant message" to your instructor from within the course. Please do not use this feature if you need to contact me and receive a response fairly quickly. The instant message (IM) feature does not alert my cell phone or email, both of which I monitor closely. Additionally, even though I may appear to be online, I may be actively teaching another course and unable to respond. **Email is the preferred method of communication, followed by face-to-face discussion, text message, and then a telephone call. Please consult your syllabus for answers to your questions BEFORE you contact the professor.**

Instructor Information:
Instructor Name: Thomas L. Lowrance (T-Low)
MCC E-mail: tlowrance@mclennan.edu
Office Phone Number: 254-299-8059; Cell Number: 254-744-1873 (might add contact to phone)
Office Location: MAC   218
Classroom Location: MAC   241
Class Time: M/W 1:00 pm – 1:55 pm
Office/Teacher Conference Hours:
M/W: 8:30 am – 9:30 am
M: 3:30 pm – 5:30 pm
W: 2:30 pm – 3:30 pm
T: 5:30 pm – 6:30 pm

If you choose to contact me by email, you must follow these rules:
1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with BMGT 2388.01 (the class' email will be sorted into a specific file).
3. Use your MCC student email address.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (I cannot edit PDF files). Avoid sharing documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary.
5. Failure to do any of the above will result in my not seeing or reading your email.

Other Instruction Information:

E-mail: I read my e-mail at least twice a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I probably will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Please plan ahead.

When you send an e-mail, ALWAYS begin the subject line with BMGT 2388.01. I sort my e-mails into folders, and if you do not put those exact words in your subject line, I might not see your e-mail. If you respond to my e-mail, hit reply, and make sure BMGT 2388.01 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule which will tell exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

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. However, an emergency on your part does not constitute an emergency on mine. Plan ahead, focus on your project, and communicate issues as early as possible. There is absolutely nothing I can do to prevent the failure of a project if I find out about the issue too late.

It is important that you make sure that your supervisor supports your project and is willing to help you personally or has someone else in the organization help you. It is important that you set up a project at an organization which is stable. In the past, it has not worked well for students to stop their project at one organization and try to start one at another. It is imperative that you work with your supervisor on a project that is doable and is one he/she supports. Unless there are extreme extenuating circumstances, you will have to finish your original planned training plan in order to get credit for the course. In most cases, changing jobs or supervisors who determine not to continue with your project do not constitute extenuating circumstances.

Required Text & Materials:

Supplies: There is no required text for this course.
               You must use the MCC form to write your training plan.

Software: Microsoft Office
               Mozilla Firefox or Google Chrome (ability to research and email)

 *The links where you can download all of these are located on MCC's Tech Support webpage.

I do not recommend you using an alternative to Microsoft Office, as the features and functions are NOT the same! Microsoft Office is available to students for FREE at MCC. Using an alternative software solution will result in you facing recurring challenges with meeting formatting requirements in this course.

If you email me a document to look at, it must be in a recognized Microsoft Office format (.docx, .xlsx, .pptx, etc). If you email me something I cannot open, I can't help you. If you send me a Google Document, make sure you have given me permission to open it. I will accept Adobe PDF files, but I cannot edit them and will only provide text-based feedback on PDF attachments.

You are not required to turn assignments in by e-mail and I typically do not accept homework by e-mail, but there are times you might need me to look at your training plan or your project documentation in between deadlines. In these cases, you may email documents to me for review and feedback. However, please understand that immediate feedback may not always be possible.

I also encourage you to bring your laptop or tablet to class with you. This will make it much easier for you and I to work together to address formatting issues, questions related to assignments, and to complete related coursework. However, please understand that all assignments will be turned in on paper. I am not responsible for printing your work!

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry)

is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

- **MCC Library** – Located in the Learning Technology Center (LTC) on the 3rd floor.
    - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.
- **MCC Website** – http://www.mclennan.edu
    - The MCC website contains links to student services, activities, information, faculty, class schedules, the MCC course catalog, and more. These can be found under the "Student" link on the main page or by clicking on the MCC seal.
- **MCC's Student Services** – (254) 299-8431
    - MCC's Student Services offer a range of student support to include tutors and special aids as required by the students.
- **MCC's Success Coaches** – (254) 299-8226
    - Our Success Coaches offer support and counseling to all MCC students. If you or someone you know is in need of their services, please do not hesitate to contact them.
- **MCC's Network Services** – (254) 299-8077
    - MCC's Network Services offer 24 hour support for Brightspace and other MCC-utilized technologies.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Students should have a firm understanding of Microsoft Word, including the formatting and insertion tools within MS Word.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Even if technology systems are down on campus, you will still have access to Brightspace so that you can submit work and communicate with the instructor and other students. Should Brightspace become unavailable to all students temporarily, your instructor will determine whether any extensions need to be granted in order to ensure your successful completion of the

course. DO NOT consider an extension a certainty, as they are only granted in extreme circumstances.

Should Brightspace become unavailable for an extended period of time, your instructor will provide access for each student to a cloud-based storage system so that work may be submitted. Students will be expected to monitor their student email accounts for access information. Should MCC email be unavailable to students for an extended period of time, the instructor will use the alternate email address on file with the college.

* **Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace** (**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**) Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:
This course consists of lecture, discussion, journal articles, in-class group activities, independent work projects, oral presentations, and business writing assignments.

This is a very writing-intensive course. Grammar will count as 20% of the majority of your assignments. If you are having consistent problems with your writing, you may be required to go to the Writing Center to work on your assignments.

This is an internship course and will require a lot of self-discipline from students! You are expected to check your student email everyday as well. You will be expected to complete the required assignments on time. I am here to make sure you understand the course requirements and oversee the completion of the learning objectives you and your supervisor set for this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.

Course Objectives and/or Competencies:
This course seeks to provide opportunities for learning experiences related to management in a real work situation to compliment classroom learning. The student, his/her workstation supervisor, and the school coordinator work together to establish and implement plans to provide these learning experiences. The student's workstation serves as a learning laboratory for the application of skills and knowledge from the classroom to the particular technical situation of the organization. The weekly seminar is intended to aid the student in solving work-related problems and to encourage his/her personal development. The written reports are intended to improve the student's organizational skills and writing ability.

General Objectives: By the end of the semester, the student should be able to:
- A. Complete a management project at work.
- B. Listen to others' viewpoints and understand there are many ways to look at and solve a specific problem.
- C. Objectively make decisions while supporting ideas and people.
- D. Find and discuss professionalism articles.
- E. Master the regular use of e-mail.
- F. Develop and write a training plan.
- G. Write professional memos.
- H. Civilly participate in subjective discussions with peers.
- I. Organize and write formal reports describing business activities.
- J. Give oral presentations to the class.
- K. Learn and implement new work skills.
- L. Contribute to the organization hosting the internship.
- M. Organize, write, and format a report.
- N. Organize, write, and format a resume.

Specific Competencies: During the course, the student will:
- A. Master the regular use of e-mail.
- B. Develop and write a training plan.
- C. Design and work 120 hours on a workplace project to ensure learning.
- D. Civilly participate in subjective discussions with peers.
- E. Keep a detailed journal of project activities.
- F. Give oral presentations to the class.
- G. Learn and implement new work skills.

Course Outline or Schedule:
The following is a schedule which is subject to change. All work defined in the course is in addition to the hours that you must work at your approved work station. You will be notified about changes to the schedule with posts to the Brightspace Announcements page.

Week	Date	Day	Activity in Class	Due
1	1/13	M	Syllabus Review	
1	1/15	W	Work on TP in class	Student Questionnaire
2	1/22	W	Go over TP #1	Rough Draft TP #1
3	1/27	M	Go over TP #2	Rough Draft TP #2

3	1/29	W	Go over TP #3	Rough Draft TP #3
4	2/3	M	Go over TP #4	Rough Draft TP #4
4	2/5	W	Library, LTC 318	Final, correct signed TP; Memo
5	2/10	M	Resumes, Interviews	
5	2/12	W	Resumes, Interviews; Topic Presentations	
6	2/17	M	Topic Presentations	Resume
7	2/24	M	Topic Presentations	Topic 1 & 2 Summary/Presentation
8	3/2	M	Journal Progress	Journal Progress
9	3/9-3/13	M	**Spring Break**	**No Classes**
10	3/16	M	Topic Presentations	Topic 3 & 4 Summary/Presentation
11	3/23	M	Advising	
12	3/30	M	Topic Presentations	Topic 5 & 6 Summary/Presentation
13	4/5	M	Peer Review	Project Report - Rough Draft #1
14	4/13	M	Peer Review	Project Report - Rough Draft #2; Complete Notebook
15	4/20	M	Review (Optional)	Closing Thoughts
16	4/27	M	Final Paper, Orals	Final Project Report; Oral Presentation

Course Grading Information:

This is a "Credit/No Credit," or PASS/FAIL course. Progress and accomplishments made by the student in his/her work activities or projects will be evaluated. Grades will be established for each student after evaluation on a points basis. Grades are determined by writing assignments, participation in the classroom, and a completed work project. Each assignment will have a specific rubric for the students to follow. Please see the schedule and rubrics located in Brightspace.

Each assignment is awarded a number of points to a total of 300. Students must earn a minimum of 210 points to earn credit for the course.

In order to receive a grade of "Credit" in this course, students must:
1. Abide by the class attendance policy (Attendance is tracked in Brightspace).
2. Turn in a complete, correct, signed Training Plan on the correct due date.
3. Earn 60 or more of 100 possible points on the final project.
4. Earn a cumulative of 210 points or greater in the course.
5. Complete all of the requirements for the final written project on the correct due date.

Students who fail to abide by the class attendance policy will be dropped from the course by the instructor and receive a grade of "W."

Students who do not turn in a complete, correct, signed Training Plan will be dropped from the course and receive a grade of "W."

Students who fail to earn 60 points or greater on their Final Project will receive a course grade of "NC."

Students who fail to earn 210 point cumulatively on all assignments will receive a course grade of "NC."

Internship I is based on 300 total points. Each assignment will have a specific rubric which explains what is expected and how points can be earned. Each assignment will be graded based on a bell curve (90% - A; 80% - B; etc.) regardless of the number of points. A passing grade in Internship I is 210 points, or 70% of 300 overall points. Students cannot pass the course without having 1) a final, correct, signed training plan on the date listed in the schedule and 2) a final, correct, completed project report on the date listed in the schedule.

Late Work, Attendance, and Make Up Work Policies:
Work is due at the beginning of class. If you arrive late to class, your work is late and will be counted off 50%. Do not be late for class. Your cell phone will give you the exact time. I start class according to the time on my phone, which is the same time on your phone.

Any make-up assignments must be completed within one week of returning to class. Late assignments will not be accepted more than one week after the class period it was due. Please keep up with your schedule. Be aware of when things are due; you will not get reminder e-mails about when assignments are due.

There are two assignments which cannot be turned in late. The final, signed Training Plan will not be accepted late. It is due on the date specified on the course schedule, at the beginning of

class. If it is not turned in during class that day, you will be dropped. If it is not in the correct format or signed, you will be dropped. <u>The final project report will only be accepted during the class specified on the course schedule. It cannot be turned in late. If you do not turn in a final, complete report with all of the required information, you will get an "NC" in the class.</u>

If you are going to be absent or late on a day that an assignment is due, you need to get your work to a classmate to turn in. You may also bring your work by early to my office.

<u>Missed Classes</u>
It is up to the student to keep up with the schedule and ask for handouts. You may ask classmates to ask me for a handout for you.

<u>Attendance</u>
Punctuality is a crucial business skill. Coming late, leaving early, and going in and out are all behaviors which disrupt the entire class and are disrespectful to students and the instructor alike. Attendance is taken at the beginning of class. <u>Students arriving late more than three times will be marked absent.</u> Since leaving early is especially disruptive, students will be marked absent if they leave early unless they make previous arrangements with the instructor. 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.

Student Behavioral Expectations or Conduct Policy:
Students wishing to use laptops or similar devices during class may do. In general, laptop users seat themselves near available power receptacles. Permission to use the computer is a privilege, not a right. This privilege may be withdrawn at the sole discretion of the instructor. Use of a tablet or laptop should be focused on work pertaining to your internship and the materials being addressed in class. Do not work on course work for other courses or you will lose the privilege of using your electronics in class.

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. This includes only talking in the classroom when it is a part of the class discussion. Side conversations will not be tolerated while the instructor is talking or while your classmates are talking.

Computer Problems
All coursework will be submitted on paper in person. Course resources, however, are contained within Brightspace. If you are unfamiliar with Brightspace, please refer to the Virtual Learning

Commons or contact me immediately. Due to the vast amount of computers we have available on campus, as well as the availability of computers in community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source.

Communication
It is my goal to ensure that you understand and learn the material covered in this course. However, I can only help if you keep me informed of any issue or problems that you have with the course, instructions, or assignments.

When you email the instructor, put **BMGT 2388.01 in the subject line of your email**. This will help me ensure that I know exactly which class we need to discuss. Please use your MCC student email to send emails to me as other email accounts do not always make it through the college's spam filter. You will also need to check your student email for messages from the instructor. I will typically respond to your message within 24 hours. If for some reason you do not think that your email is making it to me, please contact me immediately by telephone or cell. If I do not answer, leave a message with your name, phone number, class, and issue; I will return your call as soon as possible.

* **Click Here for the MCC Academic Integrity Statement**
(**www.mclennan.edu/academic-integrity**)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

Plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author." Plagiarism includes, but is not limited to, copying someone else's work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing, you will be given one written warning on the first offense. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment's total possible points. If you are found to be plagiarizing a second time, you will automatically be given an "NC" for the course, without the option to drop the course for the grade of a "W". For more information on plagiarism, I recommend visiting http://www,plagiarism.org/plagiarism-101/what-is-plagiarism/.

* **Click Here for the MCC Attendance/Absences Policy**
(www.mclennan.edu/highlander-guide/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

The census date for Spring 2020 is January 29. If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of "W" but will not affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

The college attendance policy indicates that the instructor may drop any student with more than 25% absences (4 classes for this course). Failure to inform your instructor of your intent to "withdraw" will result in a grade of "NC" (No Credit) for the course. If you miss 3 times in a row, you will be dropped. It is my belief that attendance is essential to your success in this course.

* Click Here for more information about MCC myAlert
(www.mclennan.edu/myalert)
MCC myAlert is McLennan Community College's emergency notification system. It allows the college to keep you aware of any health- or safety-related situations on campus – including campus closing for inclement weather – through text message or e-mail.

To learn more and sign up for MCC myAlert, use the link above. Registration on myAlert must be renewed each year. If you have signed up before, please check and make sure it is still working for you. When you sign up for MCC myAlert, the only messages you will receive will be emergency notifications; your personal information will not be shared with any other party.

MCC does conduct emergency fire drills and/or lockdown drills. Please follow your instructor's instructions during these drills and in the case of a real emergency.

Accommodations/ADA Statement
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide

classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

> disabilities@mclennan.edu
> 254-299-8122
> Room 319, Student Services Center

* **Click Here for more information about Title IX**
(**www.mclennan.edu/titleix**)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.