

**University of North Texas at Dallas**  
**Fall 2013**  
**SYLLABUS**

<b>MGMT 4800 090 Internship 3 hours</b>	
<b>Department of</b> Business	<b>Division of</b> Urban and Professional Studies
<b>Instructor Name:</b>	Subhro Mitra
<b>Office Location:</b>	Building 2, Room 237
<b>Office Phone:</b>	972 338 1808
<b>Email Address:</b>	Subhro.mitra@unt.edu
<b>Office Hours:</b>	Monday 5:00 PM - 7:00 PM Wednesday 5:00 PM – 7:00 PM Thursday 5:00 PM - 7:00 PM And by appointment
<b>Virtual Office Hours:</b>	<i>Not applicable</i>
<b>Classroom Location:</b>	
<b>Class Meeting Days &amp; Times:</b>	
<b>Course Catalog Description:</b>	Supervised work in a job related to student's career objective. Pass/ No Pass course.
<b>Prerequisites:</b>	
<b>Co-requisites:</b>	<b>Not applicable</b>
<b>Required Text:</b>	<b>none</b>
<b>Recommended Text and References:</b>	<b>None</b>
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhg.follett.com">1012mgr@fhg.follett.com</a>
<b>Course Goals or Overview:</b>	
	Your internship should be used to gain valuable work experience and increase your knowledge in the field of your major. It is a good idea to seek a position in a firm or industry where you have an interest in possible permanent employment and where you will gain desired competencies.
<b>Learning Objectives/Outcomes:</b> the objectives of this course are defined by the student in conjunction with the MGMT Internship coordinator and the Employer.	

## Course Outline

Register with the Internship/Co-op office by going to: [www.coop.unt.edu](http://www.coop.unt.edu) and completing the student registration and uploading your resume. If you wish to get help with your resume, please email Beth Kent at [beth.kent@unt.edu](mailto:beth.kent@unt.edu) and include your resume so she can suggest any revisions for you. You will be activated and gain access to the database of internships available to you. You should also pursue on your own any companies you are interested in by researching them online. You may not receive internship credit for a current job or position unless you will have substantially different responsibilities. All internships must be with a business located in a commercial business space and be a paid position. The internship should last a complete semester, either regular long semesters or a ten week summer semester. All interns must complete 240 hours of work during their internship.

## Congratulations! You have found an internship position!

Once you have obtained an internship position you need to apply for academic credit and obtain the MGMT 4800 Internship folder.

## Course Evaluation Methods

This course is a Pass / Fail course. The grade is decided by the instructor based on evaluations by the employer, the student, and the MGMT Internship Coordinator.

## University Policies and Procedures

### Students with Disabilities (ADA Compliance):

*The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.*

*As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.*

*The Department of BLANK is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.*

*If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, Disability Accommodations for Students, and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.*

### Student Evaluation of Teaching Effectiveness Policy:

*The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

### Exam Policy:

*Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).*

### Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic%20Integrity.pdf> for complete provisions of this code.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

**On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.**

**Bad Weather Policy:**

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

**Attendance and Participation Policy:**

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

**Optional Policies:**

- Use of WebCT/Blackboard
- Use of Cell Phones & other Electronic Gadgets in the Classroom
- Food & Drink in the Classroom
- Use of Laptops
- Grade of Incomplete, "I"