

Course Syllabus

Course Objectives

1. Gain experience applying MIS concepts in a real organization
2. Write reflectively and effectively regarding the internship experience
3. Practice skills necessary to transition from MMIS student to MIS professional

Office Information

- Office: Eccles Business Building, 303A
- Office Phone: (435) 797.4723
- E-mail: lindsay.bennion@usu.edu (<mailto:lindi.brown@usu.edu>)
- Office hours: T/Th Noon - 1 P.M., Wed 10 A.M. - Noon
(and by appointment)

Internship Organizations

The intern is responsible for obtaining the internship with an appropriate organization as approved by the instructor and department head.

Internship Length

Internships may vary from six weeks to two and one-half months or longer depending on individual circumstances, but must be concluded during the semester for which the class is registered. All students are required to complete 75 hours of work for each credit taken in the class.

Grading

Grading will be based on the following criteria:

- Goals selected
- Accomplishments
- Written internship report
- Feedback from internship organization

Course Schedule

DATES/ASSIGNMENTS	SUBJECT
Throughout the Internship	Syllabus overview and review of course expectations and timing. There will be no formal class held. All interaction will occur between the interns and the instructor on an individual basis via Canvas, email, telephone or personal visits.
First Week: Approval of Internship	Interns will have selected an internship organization and submitted to the instructor details of the organization, including: <ul style="list-style-type: none"> • the name and address of the organization

	<ul style="list-style-type: none"> • the organization website URL • a description of the products or services provided • the internship title • a description of your roles and responsibilities in the internship
First Week: Learning Goals and Objectives	Interns will submit to the instructor a list of four goals that the intern intends to accomplish during the internship. The submitted form requires signatures from both parties, intern and supervisor, and we suggest that both parties keep a recorded copy of the document.
Second Week: Supervisor Information	Interns will submit to the instructor: <ul style="list-style-type: none"> • Supervisor name • Supervisor email address • Supervisor telephone number • Other contact information
Third Week: Gantt Chart	Interns will submit to the instructor a Gantt Chart outlining the anticipated activities and timing in order to accomplish the goals.
Final Week: Internship Evaluation - Intern	Interns will fill out an evaluation form to provide feedback and assess the effectiveness of their internship experience.
Final Week: Internship Evaluation - Supervisor	Interns will have their supervisor fill out an evaluation form to assess the performance in the internship. This form will be sent directly to the supervisor by the instructor.
Final Week: Final Internship Report	Interns will submit to the instructor an internship report which will minimally include the following: <ul style="list-style-type: none"> • A written analysis of accomplishments for each internship goal. • A comparison of the actual activities and timing of these activities and the original Gantt chart submitted earlier in the semester. (A second Gantt chart is advisable) • Personal learning associated with the internship • Work products completed by the intern during the internship should be included in an appendix. A website developed by the intern would be an example of a work product. • A self-evaluation of the internship (survey provided by the instructor)

UNIVERSITY POLICIES & PROCEDURES

Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. [Faculty Code Policy #403](http://www.usu.edu/hr/files/uploads/Policies/403.pdf) [_ \(http://www.usu.edu/hr/files/uploads/Policies/403.pdf\)](http://www.usu.edu/hr/files/uploads/Policies/403.pdf) further defines academic freedom and professional responsibilities.

Academic Integrity - "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

[The Honor Pledge](http://www.usu.edu/student-services/student-code/article5.cfm) [_ \(http://www.usu.edu/student-services/student-code/article5.cfm\)](http://www.usu.edu/student-services/student-code/article5.cfm): To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."

A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University's Student Code. Acts of academic dishonesty include but are not limited to:

- **Cheating:** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
 - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually;"
 - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
 - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;

- Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
- Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
- **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Sexual Harassment

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at (435) 797-1266.

Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

Students with Disabilities

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC). Please contact the DRC prior to or as early in the semester as possible. Alternate formats for course content are available with advanced notice.

Contacting the Disability Resource Center (DRC):

- On Campus: Room 101 of the University Inn
- Phone: 435-797-2444
- Website: <http://www.usu.edu/drc/> [\(http://www.usu.edu/drc/\)](http://www.usu.edu/drc/)

Disability related resources for current students:

- [DRC Student Handbook](http://www.usu.edu/drc/currentstudents/handbook/) [\(http://www.usu.edu/drc/currentstudents/handbook/\)](http://www.usu.edu/drc/currentstudents/handbook/)
- [Deaf and Hard of Hearing Student Handbook](http://www.usu.edu/drc/currentstudents/DHHHandbook/) [\(http://www.usu.edu/drc/currentstudents/DHHHandbook/\)](http://www.usu.edu/drc/currentstudents/DHHHandbook/)
- [Disability Related Scholarships](http://www.usu.edu/drc/currentstudents/scholarships/) [\(http://www.usu.edu/drc/currentstudents/scholarships/\)](http://www.usu.edu/drc/currentstudents/scholarships/)
- [Campus Resources](http://www.usu.edu/drc/currentstudents/campusresources/) [\(http://www.usu.edu/drc/currentstudents/campusresources/\)](http://www.usu.edu/drc/currentstudents/campusresources/)
- [Documentation Guidelines](http://www.usu.edu/drc/prospectivestudents/docguide/) [\(http://www.usu.edu/drc/prospectivestudents/docguide/\)](http://www.usu.edu/drc/prospectivestudents/docguide/)

- [Online Resources for Students with Disabilities](http://www.usu.edu/drc/currentstudents/onlineresources/)
(<http://www.usu.edu/drc/currentstudents/onlineresources/>)

Diversity Statement

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Student Services: <http://www.usu.edu/studentservices/> (<http://www.usu.edu/studentservices/>), 435.797.1712, studentservices@usu.edu (<mailto:studentservices@usu.edu>), TSC 220
- Student Advocates: <http://www.usu.edu/ususa/legal/> (<http://www.usu.edu/ususa/legal/>), 435.797.2912, TSC 340,
- Access and Diversity: <http://www.usu.edu/accesscenter/> (<http://www.usu.edu/accesscenter/>), 435.797.1728, <mailto:access@usu.edu> (<mailto:access@usu.edu>); TSC 315
- Multicultural Programs: <http://www.usu.edu/accesscenter/multiculture/> (<http://www.usu.edu/accesscenter/multiculture/>), 435-797-1728, TSC 315
- LGBTQA Programs: <http://www.usu.edu/accesscenter/lgbtqa/> (<http://www.usu.edu/accesscenter/lgbtqa/>), 435-797-GAYS, TSC 314
- Provost's Office Diversity Resources: <http://www.usu.edu/provost/faculty/diversity/> (<http://www.usu.edu/provost/faculty/diversity/>), (435) 797-8176

You can learn about your student rights by visiting:

The Code of Policies and Procedures for Students at Utah State University: <http://www.usu.edu/studentservices/studentcode/>
(<http://www.usu.edu/studentservices/studentcode/>)

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: [Article VII. Grievances](http://www.usu.edu/studentservices/studentcode/article7.cfm)
(<http://www.usu.edu/studentservices/studentcode/article7.cfm>).








Full details for USU Academic Policies and Procedures can be found at:

- [Student Conduct](http://www.usu.edu/studentconduct) (<http://www.usu.edu/studentconduct>)
- [Student Code](http://www.usu.edu/studentservices/studentcode/) (<http://www.usu.edu/studentservices/studentcode/>)
- [Academic Integrity](#)
- [USU Selected Academic Policies and Procedures](http://www.usu.edu/provost/faculty/teaching/doc/Syllabus_resources_USU_policies.pdf)
(http://www.usu.edu/provost/faculty/teaching/doc/Syllabus_resources_USU_policies.pdf)
- [USU Academic Policies and Procedures](http://catalog.usu.edu/content.php?catoid=4&navoid=546) (<http://catalog.usu.edu/content.php?catoid=4&navoid=546>)
- [Academic Freedom and Professional Responsibility Policy](http://www.usu.edu/hr/files/uploads/Policies/403.pdf)
(<http://www.usu.edu/hr/files/uploads/Policies/403.pdf>)

Emergency Procedures

In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with

either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.

Date	Details	due by 11:59pm
Fri May 11, 2018	 First Week: Approval of Internship https://usu.instructure.com/courses/492643/assignments/2446082	due by 11:59pm
	 First Week: Learning Goals and Objectives https://usu.instructure.com/courses/492643/assignments/2446083	due by 11:59pm
Fri May 18, 2018	 Second Week: Supervisor Information https://usu.instructure.com/courses/492643/assignments/2446084	due by 11:59pm
	 Third Week: Gantt Chart https://usu.instructure.com/courses/492643/assignments/2446085	due by 11:59pm
Mon Jul 30, 2018	 Final Week: Final Internship Report https://usu.instructure.com/courses/492643/assignments/2446079	due by 11:59pm
	 Final Week: Internship Evaluation - Intern https://usu.instructure.com/courses/492643/assignments/2446080	due by 11:59pm
	 Final Week: Internship Evaluation - Supervisor https://usu.instructure.com/courses/492643/assignments/2446081	due by 11:59pm

Course Summary:

Date	Details
	