



**Graduate Internship in Training & Development**  
West College of Education  
EDUC 5583 X20  
Spring 26' Jan 20<sup>th</sup> – May 10<sup>th</sup>

**Contact Information**

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Office hours: T-W-Th 10a – 11a M-Su 10a- 11a (Virtual Only)

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**Course Description**

Designed as the culminating experience in the Training and Development program; provides 150 clock hours of training experience under the supervision of experienced personnel. May be repeated for credit with approval of graduate committee chair.

**Study Hours and Tutoring Assistance**

The TASP offers a schedule of selected subjects tutoring assistance. Please contact the TASP, (940)397-4684, or visit the ASC homepage for more information. [Tutoring & Academic Support Programs](#)

**Student Handbook**

Refer to: [Student Handbook](#)

**Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

**Moffett Library**

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get

started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

### AI Usage

The use of artificial intelligence (AI) tools (including but not limited to generative text platforms, code assistants, and image generators) is permitted in this course only under specific conditions that uphold academic integrity, intellectual rigor, and ethical standards.

1. Permitted Use Students may use AI tools to:

- a. Brainstorm ideas or explore topics
- b. Summarize publicly available information
- c. Generate outlines or structure for assignments

All AI-assisted work must be critically reviewed, edited, and personalized by the student. The final submission must reflect the student's own understanding, voice, and academic effort.

2. Prohibited Use AI tools must not be used to:

- a. Generate entire assignments or discussion posts without substantial human input
- b. Fabricate sources, citations, or data
- c. Bypass learning objectives or misrepresent original work
- d. Complete discussion posts, assessments, quizzes, or exams unless explicitly allowed.

Use of AI in violation of these guidelines may be considered academic misconduct and subject to disciplinary action.

3. Instructor Discretion The instructor reserves the right to restrict or prohibit AI use for specific assignments or activities. Any such restrictions will be communicated in advance through assignment instructions or course announcements.

**\*Any usage outside of the approved usage will result in an automatic ZERO for the assignment.**

### Syllabus Disclaimer

This syllabus is designed to guide your learning, though adjustments to assignments, due dates, and grading criteria may occur as needed throughout the term. Any updates will be communicated clearly through:

- The relevant assignment sections in D2L
- Announcements in the “News” area
- Messages sent via D2L email

Please make it a habit to check D2L regularly so you don't miss important changes. While I will always do my best to alert you to any discrepancies between the syllabus and what's posted in D2L, please use the D2L assignment instructions as your primary source of truth for deadlines and expectations. You'll have ample time built into the schedule to support your success, and I encourage you to submit assignments on time. If unforeseen circumstances affect your ability to meet a deadline, reach out, I'm here to support you.

### Grading

Table 1: Points allocated to each assignment

Assignments	Points
Syllabus Quiz	10
Mini Assignment (8 @ 10 pts each)	80
Program Review	10
Program Defense	100
Total Points	200

*Table 2: Total points for final grade.*

Grade	Points
A	180-200
B	160-179
C	140-159
D	120-139
F	0-119

### Course Expectations

This capstone course functions as the culminating academic and professional experience within the Training and Development sequence. Students are expected to draw upon the theories, models, and applied skills developed throughout their prior coursework. Because this course emphasizes synthesis and independent application, **direct instruction is intentionally limited**. Instead, the primary focus is on demonstrating mastery through the design, development, and presentation of a comprehensive training program. Students are responsible for managing their own project, engaging in critical analysis, and applying advanced HRD principles to produce work that reflects graduate-level competence and professional readiness.

### Projects Required

The course is a culmination of several mini assignments that will contribute to the overall project. The main project for this course is the creation of a complete training program/course for an organization.

### Dropbox Assignments

This course includes several miniassignments, each of which must be submitted through your individual Dropbox folder, which is directly linked to the gradebook. The Dropbox will activate when a submission is available for review. To ensure proper assessment and recordkeeping, all assignments must be uploaded directly to the designated Dropbox; **submissions sent via email will not be accepted or graded under any circumstances.** \* Although each Dropbox is unique to the individual student, all submitted documents must include your full name and follow the required file naming: LastNameFirstInitial\_Course AssignmentName (e.g., MartiniG\_COUN 4103 Engagement Strategy Paper). Assignments are expected to be submitted by the posted deadlines. Please note that the instructor will not make individual adjustments to assignments. If you are unable to complete an assignment as designed due to unforeseen circumstances, it is **your responsibility\*** to propose a reasonable alternative and present it for approval in advance of the deadline. Requests made after the due date **will not\*** be considered. Timely communication and proactive problem-solving are essential to maintaining academic standards and ensuring fairness across the course.

### Extra Credit

No extra credit assignments will be given or accepted in this course.

## Late Work

**Late work is not accepted** without prior approval. All assignments must be submitted on time, either in class or through the designated platform, by the posted deadline. If you anticipate a conflict, it is your responsibility to communicate with me **before** the due date. **Unexcused late submissions will receive a zero.** Extensions may be granted only in cases of documented emergencies or university-approved circumstances and must be requested in writing. Repeated late submissions, even with communication, may result in grade penalties and loss of participation credit. This policy is designed to promote accountability, fairness, and respect for the learning process. Plan ahead, manage your time, and meet deadlines consistently.

## Important Dates

- Last day for term schedule changes: January 23<sup>rd</sup>, 2026 Check date on [Academic Calendar](#).
- Deadline to file for graduation: February 16<sup>th</sup>, 2026 Check date on [Academic Calendar](#).
- Last Day to drop with a grade of “W:” March 18<sup>th</sup>, 2026
- Refer to: [Drops, Withdrawals & Void](#)

## Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## Attendance

Although this course is delivered asynchronously, **regular and timely engagement is mandatory**. This is a discussion-based course, and your consistent participation is essential to both your success and the quality of the learning environment.

## Requirements

- **Active Weekly Participation:** Students must log in and actively participate in all weekly modules, including discussion boards, assignments, and required activities.
- **Attendance & Engagement:** Failure to engage in weekly modules without instructor-approved excuse will result in a reduction of your participation grade and may jeopardize your ability to pass the course.
- **Deadlines & Interaction:** Late or missing posts, lack of interaction with peers, or failure to meet weekly deadlines will be treated as non-attendance.
- **Excused Absences:** Illness, emergencies, or university-approved activities must be communicated to the instructor **in advance** with appropriate documentation.

**Failing to engage in three or more sessions will result in removal from the course**

### Online Computer Requirements

**Click here to edit text.** Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. **\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **\*Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

### Instructor Class Policies

This course is built on a foundation of respect, structure, and academic rigor. As your instructor, I am committed to maintaining a professional learning environment where all students can thrive.

#### Expectations:

- Students are expected to engage with course materials on time, come prepared, and contribute meaningfully to discussions and assignments.
- Disruptive behavior, including inappropriate communication, lack of participation, or failure to meet deadlines, will not be tolerated and may result in **grade penalties or removal from the course.**
- All communication (whether in discussion boards, messages, or assignments) must remain professional and respectful.
- I reserve the right to modify the syllabus or course schedule as needed to support learning objectives. Any changes will be communicated promptly.
- It is the **student's responsibility** to stay informed, meet all expectations, and uphold the standards of this course.

This policy ensures a productive, respectful, and academically sound environment for all participants.

### Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

## **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **College Policies**

### *Campus Carry Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

### *Smoking/Tobacco Policy*

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### *Alcohol and Drug Policy*

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### *Campus Carry*

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### *Active Shooter*

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### Course Schedule:

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 1/19 – 1/25	Course Introduction Syllabus Quiz Assignment: Program Proposal	Quiz & Assignment 1/25
Week 2 1/26 - 2/1	Training Needs Assessment	N/A
Week 3 2/2 – 2/8	Training Needs Assessment Assignment: TNA	Assignment 2/8
Week 4 2/9 – 2/15	Learning Objectives & Outcomes Assignment: Learning Objective & Outcome Matrix	Assignment 2/15
Week 5 2/16 – 2/22	Training Program Blueprint Assignment: Training Blueprint	Assignment 2/22
Week 6 2/23 – 3/1	Learning Activities Assignment: Sample Learning Activities	Assignment 3/1
Week 7 3/2 – 3/8	Training Materials Assignment: Draft Training Materials	Assignment 3/8
Week 8 3/9 – 3/15	*SPRING BREAK*	*SPRING BREAK*
Week 9 3/16 – 3/22	Technology Implementation Assignment: Technology Implementation	Assignment 3/22
Week 10 3/23 – 3/29	Evaluation Plans Assignment: Evaluation Plan	Assignment 3/29
Week 11 3/30 – 4/5	*Holiday Break*	*Holiday Break*
Week 12 4/6 – 4/12	Implementation Plans Assignment: Implementation Plan	Assignment 4/12
Week 13 4/13 – 4/19	Assignment: Program Review	TBD
Week 14 4/20 – 4/26	Assignment: Program Review	TBD
Week 15 4/27 – 5/3	Program Defense	TBD
Week 16 5/4 – 5/10	Program Defense	TBD