

Midwestern State University
West College of Education
EDUC 5583 X20/DX1 Training and
Development Graduate Internship
Spring 2024

Contact Information

Instructor/Contact Information:

Christina Janise Wickard, Ph.D. (formerly McIntyre)

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Phone: 940-397-4528

Office: BH 226

Office Hours: Tuesday & Thursdays 11:30 AM-1:30 PM, Wednesday 9AM-10AM.

Appointments are recommended to avoid conflicts. Zoom appointments are also available for other times outside of office hours- contact by email to discuss times.

Instructor Response Policy

The best way to contact me is via email. I will check my email between the hours of 8:00AM and 5:00 PM Mon-Fri. I will attempt to contact you within 24 hours; however, this does not apply on weekends or holidays. Once you contact me via email, we can then set up a virtual, phone, or in-person meeting, depending on your needs.

Course Description

Internship offers students the opportunity to intern in diverse corporate, educational, governmental, public, and community settings while earning three hours of advanced credit in the professional development area. Students are required to intern a minimum 60 hours throughout the semester. Internship may be at a current employment setting involving educational training or management program initiatives, cross-training opportunities, or other substantial projects demonstrated to be of integral learning to career development and education.

Performance will be supervised and reviewed by internship supervisor, and the course instructor

Course Objectives

To provide students "hands on" experience and the opportunity to integrate knowledge and practical learning experiences gained from the internship and professional setting, to academics in a learning environment.

In this course you will be expected to integrate and apply learning gleaned from previous coursework, and assignments, and connect those learning experiences to your professional, academic, and personal goals. Each assignment builds on the next so previous learning is synthesized into the final Case Study Paper.

Learning Outcomes

- Reason, synthesize knowledge, and/or evaluate sources of information necessary to problem solve a work-related, personal, or academic issue (problem-solving activity)
- Examine experiences in, and observations of, the internship and share and reflect on those insights (reflective Journal)
- Reflect and communicate ideas using clear, succinct, and correct written language (case study research)
- Consider and draw conclusions about new knowledge, strengths, and skills related to career decisions and future professional plans (five strengths, career search, mentor interviews)
- Examine and reflect on the internship's organizational culture, communication systems, and leadership; styles of teamwork, supervision, and professionalism, and career/occupational preferences in the workplace (description of internship site, mentor interviews, evaluations)

Course Expectations

Students are expected to fulfill the hours required for the internship. Students are expected to keep a personal journal documenting experiences, noting the tasks undertaken, and assessing how those tasks are applicable to current employment and future career goals, and pertinent within a professional environment.

MSU-TEXAS Policies and Procedures
[Student Handbook](#):

Academic Misconduct Policy and 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](#)

2 "By enrolling in this course, the student expressly grants MSU a 'limited right' in all intellectual property created by the student for the purpose of this course. The 'limited right' shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality, authenticity, and educational purposes." from [Student Handbook](#). All assignments submitted in BRIGHTSPACE will also be checked through Turn It In for originality. Assignments with more than 50% match will be given a 0.

Please note: By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

Online Computer Requirements

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.

*Computer issues are not an excuse for missing a deadline. There are many places to access your class! Our online classes may be accessed from any computer, 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 be connected to our online services. For help, log into [D2L](#).

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). For specific information and information regarding financial aid policies, contact the MSU business office.

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.

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 Clark Student Center, Room 168, (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](#).

Campus Carry Rules/Policies

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 [Safety / Emergency Procedures](#). 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.](#)"

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU. 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.

Grade Appeal Process

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

Instructor Class Policies

Students are expected to assist in maintaining a classroom environment which is conducive to learning. Inappropriate behavior in the D2L online classroom shall result, minimally, in a request to drop the class and/or a Professional Fitness Form will be filed for review with the college. If the instructor must file a Fitness Alert Form for any reason, including failure to demonstrate appropriate classroom behaviors, the student may receive an instructor drop with an "F" for the course.

An instructor may drop a student any time during the semester for failure to participate, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student- initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 8 weeks of a long semester, the first 6 weeks of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Textbook & Instructional Materials

Hard copy of, or access to, American Psychological Association (APA), Publication Manual of the American Psychological Association, 6th ed. Washington, DC: APA, 2009. You can access online or through [OWL](#) (Online Writing Lab).

Library Resources

[Log into MSU Library](#)

[Find and use research guides](#)

[Recognize peer-reviewed articles](#)

Grading

No letter grade is assigned for this three hour course. The course grading system is CR/NC. CR means that credit has been earned for the class; NC means that no credit has been earned for the class. Missing any of the assignments could cause your grade to be NC for the course. You must let me know in advance if you are having problems in any area of your course requirements. You must receive at least 160 points (out of the 200 total for the class). This meets 80% of the requirements for this course in order to receive credit (CR) for the course.

Table 1: Points allocated to each assignment

Assignments	Points	Due Date
Internship Information Form	25	1-29-2024 @ 11:59 pm
Meeting #1	15	2-5-2024 @ 11:59 pm
Reflective Journal #1	15	2-19-2024 @ 11:59 pm
Meeting #2	15	3-4-2024 @ 11:59 pm
Reflective Journal #2	15	3-18-2024 @ 11:59 pm
Meeting #3	15	3-25-2024 @ 11:59 pm
Reflective Journal #3	15	4-1-2024 @ 11:59 pm
Meeting #4	15	4-8-2024 @ 11:59 pm
Reflective Journal #4	15	4-15-2024 @ 11:59 pm
Meeting #5	15	4-22-2024 @ 11:59 pm
Reflective Journal #5	15	4-29-2024 @ 11:59 pm
Internship Evaluation	25	5-6-2024 @ 11:59 pm
Total Points	200	

Assignments

Check in Meetings

There will be a total of five check-in meetings. There are times to ask questions and talk about your experience. The times and dates will be decided in a meeting with and the instructor and the schedule will be kept for the length of the semester. There will be a Zoom link available in the course, but check-ins can also be in the form of emails and phone calls.

Reflective Journals

There will be a total of five reflective journal entries of approximately 500 words each that will be submitted to D2L. Each is worth 15 points and thoroughly addresses the prompts that are provided in the schedule below and needs to log the days and times you are interning. Keeping a personal internship journal is highly recommended that logs the dates and time as well as daily activities/tasks, interactions, accomplishments and assignments that you are given or completed.

Internship Forms

You will submit two forms that pertain to your internship. The first is a form detailing your internship placement that is due early in the semester and the final is an evaluation form that your supervisor completes and you submit to D2L at the end of the semester.

Late Work

Assignments for the Internship must be submitted or posted by the established due dates. Assignments that are late will be docked up to 50%. Please communicate with the instructor when issues arise.

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. [Student Handbook 2021-2022](#)

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

My expectations is that you will be present for this class. Attendance is verified by you checking into your D2L assignments at least twice a week. Excessive absences, noncompliance with assignments, and lack of participation on the discussion board is an indication of lack of interest in the course. A student with excessive absences may be dropped from the course by the instructor.

Inclement Weather: In the event that the university is closed for a short time due to inclement weather, course work that is posted in the course calendar is still due unless a notification is posted in D2L on the News page stating otherwise. In most cases courses will not be offered digitally synchronously unless the closing extends beyond a brief period and is otherwise noted on the D2L News page. Students enrolled in courses with observations, internships, and field work, will be handled on a case by case basis.

Online Computer Requirements

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 access to a working computer for 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.* **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. For help, log into D2L .

Syllabus Disclaimer

Changes in the course syllabus, assignments, and due dates may be made periodically. What I have posted in the syllabus is for your immediate information. Changes, corrections, updates to the assignments, due dates, and grading points will be posted in D2L in the respective assignment area, posted in the "NEWS" area of your D2L course homepage, and emailed to you through D2L. Please check often! I will make every effort to inform you of changes or inconsistencies between what is in the syllabus and what may be posted at D2L. You **MUST** remain connected to your D2L course! This is where I will make the immediate and primary change.

Assignment	Due Date	Points
Reflective Journal #1	Before February 19, 2024 11:59 pm	15

Reflective Journal #1 – Clearly outline your personal, professional, or academic goals:

- Describe your internship site and discuss why this particular internship site, other than convenience.
- What are the highlights of this profession, career, or site that are attractive and meaningful to you regarding this field?
- Provide the three (3) clear, short term goals, one for each area (personal, professional, academic) that you plan to accomplish during this internship experience (must be accomplished during the semester).
- Outline the steps you will go about to accomplish them?
- How will this internship relate to your short and long term goals?
- What will be your actual tasks?
- If you are at your current place of employment what will be the substantial project, job, educational training extracurricular activity, management program, or cross-training opportunity that you will be involved during the semester?
- Who will be supervising you?
- Log any days and times you have participated in your internship at this point.

Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.

Assignment	Due Date	Points
Reflective Journal #2	Before March 18, 2024 11:59 pm	15

Reflective Journal #2 – Observations and expectations:

- What were your earlier observations or expectations of the internship site before you started?
- What is different or out of sync with this internship, versus what you located in your abbreviated career search?
- What was your first impression of the supervisor and what observations led you to develop these impressions?
- How would you describe the leadership style of this individual? Of other senior-level supervisors?
- How would you describe professionalism and how have you seen it displayed within the environment?
- How do people of diverse backgrounds work with each other and what have you learned from these observations that taught you about diversity?
- Log any days and times you have participated in your internship.

Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.

Assignment	Due Date	Points
Reflective Journal #3	Before April 1, 2024 11:59 pm	15

Reflective Journal #3 – Mentors and education:

- What type of preparation, professional or continuing education will you need to pursue to remain abreast in this career field?
- Also, describe the training available to assist in your proficiency and growth in this area.
- What are the current trends, issues, changes on the horizon regarding the career field or area of internship?
- Describe your own mentors or those you admire in your field locally, or from afar.
- What type of influence have they had upon you and your career thus far?
- What type of mentor relationship do you admire, and whose mentor are you?
- What strengths do you possess that make, and will continue to make, you successful in this field?
- Log any days and times you have participated in your internship.

Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.

Assignment	Due Date	Points
Reflective Journal #4	Before April 15, 2024 11:59 pm	15
<p data-bbox="196 333 570 365">Reflective Journal #4 –</p> <ul data-bbox="245 373 1461 600" style="list-style-type: none"> <li data-bbox="245 373 1461 485">• What challenges and concerns have you noted to be prevalent within the field and how do you perceive they are being addressed on a local and larger scale? <li data-bbox="245 491 1461 562">• Provide an example of a communication success or communication challenge, and identify how you might have communicated differently. <li data-bbox="245 569 1461 600">• Log any days and times you have participated in your internship. <p data-bbox="196 684 1471 756">Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.</p>		

Assignment	Due Date	Points
Reflective Journal #5	Before April 29, 2024 11:59 pm	15
<p data-bbox="185 336 837 369">Reflective Journal #5 – Goal completion:</p> <ul data-bbox="233 373 1471 751" style="list-style-type: none"> <li data-bbox="233 373 1438 445">• What new skills have you learned and how do you plan to apply them or highlight them in your resume? <li data-bbox="233 449 1438 520">• Elaborate on how well you met the personal, professional, and academic goals you established earlier in this internship. <li data-bbox="233 525 1471 596">• What have you learned about the value of your education and experiential learning in preparing you (or not) for your professional life? <li data-bbox="233 600 1373 672">• What could have been approached differently to provide you a more meaningful internship experience? <li data-bbox="233 676 1195 709">• Most importantly, what you have learned about yourself? <li data-bbox="233 714 1325 751">• Log any days and times you have participated in your internship. <p data-bbox="233 835 1503 907">Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.</p>		

Assignment	Due Date	Points
Internship Evaluation Form (Signed & completed by supervisor. Student will send to me through D2L) (Dropbox Submission)	Before May 6th, 2024 at 11:59 pm	25
<p>The Internship Evaluation Form is completed by the supervisor, and submitted by the student to the D2L dropbox. Scan and email the Internship Evaluation Form to your dropbox in D2L so that you will be graded for your submission. The supervisor evaluation must be completed by an appropriate and responsible management-level individual in your firm. He/she must indicate your successful completion of the requirements of the Internship. Specifically, this should be completed by the supervisor with whom you have worked most closely during the semester. Some companies have their own standard evaluation forms which may be substituted for our MSU form, provided the same basic evaluation criteria are included.</p> <p>NOTE: It is your responsibility to ensure that I receive your supervisor's evaluation by the due date. If not received your internship requirement is not complete. You will not be assigned a grade until it is received.</p>		

