Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum.

Key Facts of the Course:
- Carries one hours of upper-level academic credit.
- Enrollment requires completion of Pre-Screening Form and Learning Agreement.
- If you do not currently have an Internship site, Career and Testing Center will assist you in the process.

For the CMGT 4100, credit can be earned for Internships under the following conditions:

Guidelines for Approval:
- Student must attend an Internship orientation prior to the actual internship.
- Credit is not given for general work experience. It must be an Internship-not a job.
- Duties and project descriptions are required.
- The Internship must have a beginning, an end, and concrete professional development goals.
- The Internship should be a necessity for entering a career field and a valuable experience.
- Students need a cumulative GPA of 2.0 or higher in and out of the major.
- Students must have completed a minimum of 90 academic credit hours.
- Students must agree to work a minimum of 400 hours during Internship.
- Students must apply and be approved to participate in the Internship program with the Faculty Internship Coordinator.
- Only one Internship can apply toward your degree plan.

How to Register for Class:
All the necessary forms are available on the Construction Management and Career and Testing Center websites. The following pages further list all materials and forms that must be submitted to the Career and Testing Center and Faculty Internship Coordinator before you can enroll in the course.
INTERNET CHECKLIST

Step 1. Before your internship semester begins:
  - Schedule and meet with the Faculty Internship Coordinator.
  - Attend and complete a mandatory Internship Orientation.
  - Review and complete the all forms required at the Internship Orientation.
  - Secure an Internship related to your major.
  - Complete and return the Pre-Screening Form and Learning Agreement for CMGT 4100.

Step 2. During your internship placement:
  - Keep your weekly log of your work activities up to date.
  - Be prepared to meet with the Faculty Internship Coordinator as requested or needed.
  - Periodically assess your progress in achieving learning objectives.
  - Be prepared to meet with your employer as requested or as needed to discuss the internship.

Step 3. At the conclusion of your internship placement:
  - Meet with your Faculty Internship Coordinator at the close of the experience.
  - Attendance at class meetings during the semester.
  - Submission of paper to LU’s writing center, per their requirements.
  - Turn all required paperwork into your Faculty Internship Coordinator:
    - Employer Evaluation that will be emailed to Employer by Career and Testing Center;
    - Student Evaluation Survey that may be found on Career and Testing Center website;
    - Daily Logs of Work Activities and Daily Log of Hours;
    - Proof for using the LU Writing Center;
    - Submit a Final Internship Assignment/Summary Report to Faculty Internship Coordinator.
The purpose of this form is to assist all parties with understanding information needed prior to formal commitment to an Internship. The form should be completed by the Student and submitted to the Career and Testing Center.

**PART 1: STUDENT INFORMATION**

Name _______________________
Major _______________________

Address _______________________
Telephone _______________________

______________________________
Email _______________________

GPA: _______________________
Classification _______________________

During which term and academic year will you be doing the Internship? _______________________

During which term and academic year will you be enrolling for academic credit? _______________________

**PART 2: EMPLOYER INFORMATION**

Organization _______________________
Address _______________________

Supervisor _______________________
Title _______________________

Email _______________________
Phone _______________________

**PART 3: JOB DESCRIPTION**

Please attach a copy of your job description to this agreement.

**PART 4: PROJECT DESCRIPTION**

Please attach a detailed description of your project to this agreement.
I hereby request an Internship as described in Parts 2, 3, and 4 above:

Student Signature _______________________
Career Center Consultant Signature _______________________
Faculty Coordinator Signature _______________________

Date _______________________
Date _______________________
Date _______________________
LEARNING AGREEMENT

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE AGREEMENT

Student Name ___________________________ Major ___________________________
Employer Name ___________________________ Supervisor ___________________________

The purpose of this agreement is to assist all parties with understanding mutual obligations involved in the Internship program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

1. **Student Obligations**
   1.1 Student shall attend a mandatory Internship Orientation prior to enrollment for academic credit. Student agrees to complete all forms required at the Orientation.
   1.2 Student must meet with the Faculty Internship Coordinator once Internship is secured.
   1.3 Upon accepting an Internship, the student is expected to fulfill the work experience. This means completing all reports, projects, and proposals by the deadline given by Faculty Internship Coordinator.
   1.4 Please see attached General Guidelines for class details for student criteria and responsibilities specific to this Internship program.
   1.5 Student should be covered by his/her own insurance or by Employer’s insurance.
   1.6 Student agrees to the terms listed in the attached Student's Waiver of Liability.
   1.7 Student agrees to complete a brief evaluation at the completion of the Internship.

2. **Employer Obligations**
   2.1 Employer shall provide Student with a full-time supervisor who will guide, mentor, monitor, and advise Student throughout the Internship process.
   2.2 Employer is to provide Student with real “hands on” career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties. Please do not expect Student to perform minor tasks or tasks others wish to avoid.
   2.3 Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine Student’s final grade.
   2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.
   2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.
   2.6 Employer agrees to the terms listed in the attached Employer's Waiver of Liability.
3. **Faculty Internship Coordinator Obligations**
   3.1 Faculty Internship Coordinator shall monitor Student’s progress and assign a final grade for the Internship.
   3.2 Faculty Internship Coordinator shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student’s academic work.
   3.3 Faculty Internship Coordinator shall allow adequate office time to meet with Student for guidance on assignments and project.

4. **Career and Testing Center Obligations**
   4.1 Career Center Consultant shall assist students in locating Internship opportunities that provide experience in career-related positions to supplement their academic experience.
   4.2 Career Center Consultant may visit Student’s employment site.

*All Parties agree to comply with all stipulations and requirements.*

__________________________  __________________________
(Student Signature)        (Date)                      (Employer Signature) (Date)

__________________________
(Faculty Internship Coordinator Signature) (Date)
Student's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

I, __________________________ (student name) in consideration of being permitted to participate in this internship and recognizing the current educational and potential career value and professional experience that I will reap from it. I, on my own behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] from any loss, claim, liability, or damage arising out of the Internship Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. I voluntarily intend this waiver to be broadly interpreted in favor of the released parties. **Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence of the Released Parties.**

I fully understand that by signing this form, I am

a). giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above; and

b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

_____________________________  _______________________
Student                        Date
Employer's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

The Employer, ______________________________________________ (business name), in consideration of being permitted to participate in this internship and recognizing the value that business owner will reap from having access to an unpaid intern, providing their labor, will reap from it, hereby agrees not-to-sue Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] and to hold the Released Parties harmless and free from any loss, claim, liability, or damage arising out of the Internship Program pertaining to any and all actions undertaken by _________________________________ (student name) while participating in the Internship. Employer voluntarily waives any and all claims resulting from ordinary negligence, on the part of the Released Parties.

The Employer fully understands that by signing this form, the Employer is:

   a). giving up legal rights and/or remedies, that may be available to the Employer for the ordinary negligence of Lamar University or any of the parties listed above; and

   b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

__________________________________ _________________
Authorized Signature of Employer Date
CMGT 4100 — CONSTRUCTION INTERNSHIP

GENERAL INFORMATION

Instructor
Dr. Steven W. McCrary
Director and Associate Professor
Reese Construction Management Program

231A Galloway Business Building
CM Office: 880-7558
Email: steven.mccrary@lamar.edu

Class Schedule & Class Room
Lecture and Lab: 1:00-2:00 Friday as scheduled

Course Description
Description: Four hundred hours of pre-planned, unique practicum that provides knowledge and skills not found in the traditional classroom setting. Special learning objectives in one of the following is recommended, but other objectives will be considered: project management, acquisition and development of residential land, scheduling, construction technology, field operations, office operations, building materials, estimating, finance, marketing, construction management, and/or land use codes and regulations. A final report and oral presentation are required under supervision of an academic advisor. Prerequisites: Open only to Construction Management senior students who have completed 90 credit hours and maintain a 2.0 GPA both in and out of the major (or minor); scope of internship requires pre-approval and permission. Strongly recommend completion during the summer preceding students' final semester or year.

Program Learning Outcomes
This course contributes to the following CM Program Learning Outcomes:
Learning Outcome 1.2. (LO/O:2) Provide effective oral and written communication to a diversity of audiences.
Learning Outcome 1.3. (LO/O:3) Demonstrate various skills in team-based performance situations, such as leadership, and oral communication.
Learning Outcome 1.4. (LO/O:4) Demonstrate an entry-level ability to determine appropriate methods and proper sequence on real construction projects.
Learning Outcome 1.5. (LO/O:5) Demonstrate an entry-level ability to determine and mitigate site safety hazards on real construction projects.

Course Objectives
Through the successful completion of this course students should:
- Demonstrate appropriate workplace behavior, such as punctuality, dependability, team work, problem solving, etc.
- Demonstrate and apply knowledge of construction management experience, skills and knowledge.
- Examine the construction industry’s planning, design, and field operations, including the interrelations among the various tasks and participants in the construction process.
- Describe, explain, and evaluate the intern, the placement organization, and the entire internship experience.

ACCE Topical Content

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Student Performance Evaluation

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<td>Internship Assessment Reports (submitted by employer)</td>
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<td>Attendance/Passport</td>
<td>5 Points</td>
</tr>
<tr>
<td>Employer Evaluation</td>
<td>15 Points</td>
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<td>Student Self-Report (submitted by student)</td>
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</tr>
<tr>
<td>Daily Log and Daily Log of Hours</td>
<td>20 Points</td>
</tr>
<tr>
<td>Student Evaluation Survey (online)</td>
<td>5 Points</td>
</tr>
<tr>
<td>Project Summary Presentation and Report</td>
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<td>Total</td>
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■ STUDENT LEARNING ACTIVITIES AND MEANS OF ASSESSMENT

Lamar University General Internship Requirements

The Career and Testing Center of Lamar University provides program support to students during the internship process. The following requirements must be accomplished by the student through that Center.

Failure to complete the following requirements may result in a grade of "F."

- Schedule and meet with the Faculty Internship Coordinator.
- Attend a mandatory Internship Orientation, called "Internship 101," conducted by the Career and Testing Center prior to the internship.
- Complete and return the Career and Testing Center's Pre-Screening Form and Learning Agreement for CMGT 4100 prior to the internship.
- Complete all required forms prior to the internship.

Failure to complete the following requirements will result in a grade of "F."

- Failure to attend the Passport event by Career and Testing Center, Internship Orientation;
- Secure an Internship related to construction management.
- Ensure your employer completes the online employer evaluation of your Internship.
- Complete the online student evaluation of your Internship.
- Complete all required forms.

Expected Work Requirements

Learning objectives in one or more of the following is recommended: project management, acquisition and development of residential land, scheduling, construction technology, field operations, office operations, building materials, estimating, finance, marketing, construction management, and/or land use codes and regulations.

The following tasks are typical of those expected by the Construction Management Program at Lamar to receive academic credit for the internship.

- Preparing quantity take-off's, calling vendors and subcontractors for proposals.
- Assisting with project record keeping, preparing shop drawings, and assisting with cost control records.
- Assisting with safety inspections, logging and processing submittals.
- Assisting with cost control, inventory control, schedule checking, subcontractor monitoring, and problem resolving.
- Assisting project managers and superintendents at as high a responsibility level as possible.
- Coordinating and inspecting subcontractor activities, verifying work and recommending progress payments.
- Planning and scheduling, processing change and extra work orders, preparing requests for progress payment.
- Obtaining permits and licenses, checking zoning and code requirements, designing temporary facilities.
- Arranging for utility services, conducting safety inspections and training, supervise punch list activities.
- Expediting material deliveries, assisting in documenting and preparing claims.
Preparing charts and formal reports.

Working as a helper, clerk, or assistant, in the office or in the field.

General Academic Requirements
This course spans two semesters: Summer and Fall. During the Summer, students will complete the field work of the internship. During the Fall, students will complete the academic work of the internship. Students are expected to attend a maximum of 5 class meetings during the Fall semester. The general time for these meetings is listed in the Tentative Course Schedule.

General academic requirements on the student include:

- Must be a Reese Construction Management Program major.
- Must maintain a 2.0 grade point average (GPA) in overall course work as well as in all construction management courses.
- Must register for college credit after accepting internship.
- Maintain copies of all documentation pertaining to their internship until they have successfully received credit for a completed internship.
- Students are required to find their own internship; the financial terms of the internship are between the student and the employer. However, the work performed by the student should be consistent with the "Expected Work Requirements" delineated above.
- The student is responsible to ensure the adequacy of his/her insurance coverage during the internship period. Lamar University does not insure internship activity. Statutory Worker’s Compensation and general liability policies offered by employing companies typically cover employees for job-related injuries. (Be sure to check with the employer.) For health insurance, the student would normally be covered under their parent’s policy or a separate policy purchased by the student (check with Student Services); health insurance coverage by the internship employer is normally not available for short-term employees. However, visit with the internship employer about this issue.

Internship Assessment Reports: (submitted by employer)
Each student must submit the following Internship Assessments. These Assessments must be completed by each student, and signed by the Faculty Internship Coordinator. The assessment also serves as verification of the 400 hours of work completed. Proof of 400 hours completed must be submitted before a grade can be given. No grade will be posted until these Internship Assessments are received.

Attendance:
There are three components to the Attendance grade.
1. Attendance at the Passport event by Career and Testing Center, Internship Orientation;
2. Attendance in the Internship class; and
3. Submit a copy of the employer required time sheets. (Also, please report to work according to the requirements of the work schedule assigned by the employer, and conform with those attendance policies.)

Employer Evaluation:
Employers shall complete an Employer Evaluation for each student, summarizing the student's internship work experience. The evaluation is emailed to the employer by the Career and Testing Center. No grade above an "F" will be posted until this Internship Assessment is received.

Student Self-Report: (submitted by student)

Daily Log and Daily Log of Hours:
Students are expected to complete a daily report of work activities and to reflect on their importance to learning; an incomplete Daily Log will not be accepted for credit. The Daily Log should take just a few minutes to complete each day. It should be both a record of each day's activities and a reflection of those activities on what you learned, especially in light of the questions and statements below. The daily reflections will help you develop a self-evaluation paper.
Each day must include (1) the day worked number, beginning with the number one, (2) the date worked, and (3) a log of hours on the job that day, the total of all hours worked must be 400 hours or more.

Each log entry (one per day) should be typed, one or two complete paragraphs 100-150 words long. Use the list below to prompt your reflections; it is not necessary to respond to every statement or question every day.

1. What did you learn about yourself – your interests, aptitudes, strengths, and weaknesses?
2. Describe the technology or equipment you used or observed being used.
3. Give specific examples of mathematics or science concepts and skills you used or observed.
4. Give an example of oral or written communication you used or observed being used.
5. Describe a work activity you performed and the procedures you followed.
6. Describe special instructions you received from your mentor or another employee.
7. Describe any materials you had to read and interpret to complete an assigned work activity.
8. Describe any initiative you took to learn something new.
9. List a problem you solved or observed being solved, and tell how you or others arrived at a solution.
10. Describe a meeting you attended, and list the decisions made or actions taken. What contributions did you make to the meeting? What happened as a result of the meeting?
11. List something new you learned about the company and its opportunities for employees.

**Student Evaluation Survey:**
Complete the online survey available at the Career and Testing Center's Website. No grade above an "F" will be posted until this Internship Assessment is received.

**Project Summary Report:**
Each student shall submit a paper that critically analyzes the internship experience, and neatly and carefully written using a word processor. The paper must be a summary of the work conducted during the internship, and include a self-assessment of the entire internship experience. It is the single most important component in the grade for this course, and, therefore, must be a 4000-level paper that will be graded for content, clarity and form using the rubric contained in the Appendix of this document.

All students are required to use the LU Writing Center to assist with writing the Project Summary Report. Proof for using the Writing Center must be submitted with the final paper.

Submission should meet the deadline specified by the Faculty Internship Coordinator.

**Passport Program:**
The Passport program is an opportunity for students to participate in career and professional development activities outside of the classroom. Further information is available at http://www.lamar.edu/career-and-testing-services/index.html

The Passport component required for this class is "Internships 101." Check with the Career and Testing Center for times and locations. The Passport event is pass/fail, however failure to take this Passport event will result in an "F" for the course.
Base Score: The "Base Score" for your paper will be determined as follows:

Start

Is the paper plagiarized?

- NO
  - Paper is read twice by Writing Center?
    - NO
      - Final Score = F
    - YES
      - Base Score = 80%

- YES
  - Sent a thank you note?
    - NO
      - Paper is written at 4000 level
        - YES
          - How well does the report fit requirements?
            - Well
              - Base Score = 100%
            - Poorly
              - Adequate
              - Is the thesis clear and explicit?
                - YES
                  - How well does the report conform with the daily logs?
                    - High conformance
                      - Base Score = 90%
                    - Mixed conformance
                      - Low conformance
                        - Base Score = 80%
        - NO
          - Is the topic relevant?
            - YES
              - Can a central idea be easily inferred?
                - YES
                  - Base Score = 100%
                - NO
                  - Base Score = 90%
            - NO
              - Transfer the "Base Score" to the bottom of the Evaluation Rubric that begins on the next page.

- Transfer the "Base Score" to the bottom of the Evaluation Rubric that begins on the next page.

What level of analysis does the paper exhibit?
- Good analysis, but mostly a summary...Deduct 10%;
- Some analysis, but mostly a summary...Deduct 20%;
- Little to no analysis, almost entirely a summary...Deduct 30%.

Is ethics addressed in the paper?
- Add 15%.

Uses offensive, racist, sexist, or biased language?
- Deduct 50%.
Your Name: __________________________________________

CMGT 4100: Internship Summary Report

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- **Outline Format**
  - Prepare an outline that includes an Introduction, Subject Headings (follow those given on the follow page), Conclusion, and Works Cited.
  - Include a thesis statement in the introduction.
  - Make no conclusions.
  - Each heading should include a minimum of 2 Subheadings.
  - Each heading and subheading should preserve parallel structure, i.e. if the first heading is a noun, then the following headings should be nouns.
  - All the information contained in Heading 1 should have the same significance as the information contained in Heading 2, Heading 3, etc.. The same goes for subheadings.
  - The information in the headings should be more general, while information in the subheadings should be more specific.
  - Fonts: Main Title: Arial 14 size, bold; headings and subheadings: Arial 12 size, bold.
  - Provide evidence of paper being read twice by the Writing Center.
  - Provide evidence of changes made by taking the paper to the Writing Center.

- **Outline Content**
  - Provide a clear and concise Thesis Statement.
  - Provide meaningful and appropriate evidence to develop the thesis, showing clear direction.
  - Provide clear organization with concise points that support the Thesis Statement
  - Provide clear organization with concise sub-points that develop points.
  - Provide at least one sub-point that addresses an ethical issue associated with this topic.
II. Final Submission. Your paper must include the following elements:

- **(10%) (can be up to 70%, see flowchart) Format and Cover Page**
  - Cover Page to include: Name, Date, Internship Supervisor, Position, Internship Company Name and Address, Period of Internship (from date to date), Writing Format Style: (APA or MLA).
  - Written at the 4000-level according to content, clarity, and form (includes grammar, spelling, etc).
  - Use APA or MLA format styles; include page numbers at the bottom of each page.
  - 14 pages long, double-spaced, one (1) inch margins and uses 11 size font.
  - Images are encouraged, but not required. Images do not count towards overall page length.
  - Provide proof of using the Writing Center.
  - Follows the outline given below; conforms with the daily logs.

- **(10%) Introduction (one or two paragraphs, ½ to 1 page)**
  - Clearly, completely, and correctly listed and explained the major issues.
    - what you expected to learn during the summer, i.e. your learning goals.
    - duties and tasks assigned; products produced (if any).
  - Near the end of the introduction, provide a clear thesis statement for the entire paper.

- **(10%) Description of Relationships (2 to 3 pages)**
  - Describe your supervisory relationship (e.g., positive, helpful, etc.) and tell why.
  - Describe relationships with others and tell why.
  - Clearly and completely describe the most helpful/influential person you worked with at this company.
    - (write her/him a thank you note!)
  - Analyze the leadership styles you observed during your internship.

- **(15%) Analysis of Learning and Learning Objectives (3 to 4 pages)**
  - Explain anything that you wish you had known prior to beginning your internship.
  - Discuss that part of your internship where you were most effective; most troubled.
  - Address these statements:
    - Describe what you see is the most important part of being a construction manager.
    - Describe your strengths (ability to learn, attitude, dependability, leadership, initiative, judgment, problem solving, relationships with others, quality of work, planning, etc.)
    - Describe where you need further growth and improvement.
  - Clearly and completely analyze how the internship was helpful or responsible for meeting your learning objectives.

- **(15%) Evaluation of Career and Life Growth (3 to 4 pages)**
  - Evaluate how the internship related to your previously expressed career interests.
  - Clearly & completely evaluate why the internship was helpful or responsible for meeting your learning objectives.
  - Evaluate the internship for overall relevance in your life.

- **(15%) Evaluation of Work Place (3 or 4 pages)**
  - Evaluate the strengths of co-workers during the internship in terms of ability to learn, attitude, dependability, leadership, initiative, judgment, problem solving, relationships with others, quality of work, planning, etc.
  - Describe and evaluate the benefits and weaknesses of this work place for you and other future students.
  - Explain one thing that may need to be changed about the internship. Explain the importance of this change.

- **(10%) Conclusion (1 or 2 pages)**
  - Summarize your experience.
  - Incorporate how your education has or has not contributed to you internship experience and vice versa.
  - Rate and explain your internship using one of the following: Excellent, Above Average, Average, or Below Average.
  - Incorporate your thoughts on how the internship has or has not helped you define a career path.
  - Include any final thoughts on your internship experience.

- **(15%) (can be up to 70%, see flowchart) Writing Effort and Style**
  - Follow directions and answered the assigned question or statement.
  - Use paraphrasing and student's wording only; no quotations.
  - Indicate original, independent, believable, meaningful experience of the material.
  - Avoid spelling and grammatical errors.
  - Organized, thorough but concise, coherent, smooth, easy to follow.

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<td>II. Final Submission. Your paper must include the following elements:</td>
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**Base Score:** ___________

**(from flow chart)**

**X**

**(Part I Revised Score + Part II Score) =**

**TOTAL SCORE:**
TEMPLATE OF FINAL REPORT

[Cover page]

Name,  
Date,  
Internship Supervisor,  
Position,  
Internship Company Name and Address,  
Period of Internship (from date to date)

[Body of paper, begin on a new page.]  
[Clearly divide paper into sections with title and sub-titles.]

Introduction [Arial 12 font, bold]  
[Insert paragraphs here using Times New Roman 11 font, indent first line. Please follow these guidelines carefully: Writing Format Style should be either APA or MLA, with the exceptions listed in the rubric. The report should be written at the 4000-level according to content and clarity. The paper should be fully & exactly 14 pages long, double-spaced, with one (1) inch margins; indent first line of each and every paragraphs (not titles and sub-titles). Page numbers should be included at the bottom of each page. Images are encouraged, but not required; images do not count towards overall page length.]

Description of Relationships  
[Insert paragraphs here]

Evaluation of Work Place  
[Insert paragraphs here]

Evaluation of Learning Objectives  
[Insert paragraphs here]

Evaluation of Career and Life Growth  
[Insert paragraphs here]

Conclusion  
[Insert paragraphs here]
CLASSROOM POLICIES AND PROCEDURES

Overall, students in this class are expected to conform with Policies, Procedures, Rules and Regulations for Student at Lamar University. Please refer to the below links for the details.
http://students.lamar.edu/student-handbook.html; http://students.lamar.edu/academic-support/code-of-conduct.html
Your e-mail (~@lamar.edu) will be used by the instructor as the primary contact. You are responsible for checking your e-mail account regularly.

Academic Integrity:
Lamar University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s student honor code. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. Any of the following acts are considered dishonest:

Cheating: The term “cheating” refers to using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Example: during an online quiz, repeatedly guessing at an answer to a question to find the correct answer, with no attempt to answer the question or to study the assigned reading.

Fabrication: The term “fabrication” refers to unauthorized falsification or invention of any information. Example: making up numbers for a homework problem to fool the grader into giving credit for incomplete work, or submitting a laboratory assignment as complete for an unexcused absence from the lab.

Plagiarism: The term “plagiarism” includes unauthorized use (either by that individual or by the instructor of this course) of work of another person. This includes any materials purchased, borrowed, or otherwise accessed and used directly or indirectly, especially when it appears to be your own—for example: waiting until the last minute to do your assignment, then just before class, copying the work of someone else and claiming that work as your own work.

Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of the Student Academic Integrity policy, whether or not that action is associated with any particular course, is considered academic dishonesty. Example: allowing a fellow classmate to copy your homework or your laboratory work and allowing them to claim your work as their work.

Reporting Academic Dishonesty: All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. The instructor reserves the right to impose any of the following sanctions for academic dishonesty: denying credit on an assignment and/or examination; requiring additional assignments and/or examinations; lowering the student’s course grade; and issuing a failing course grade (“F”).

Attendance and Make-up Policy:
Prompt and regular class attendance is expected and considered very important by the instructor. If for some reason you find it is necessary to miss class, mention it to the instructor before the class. Students are responsible for obtaining all information, materials and assignments for a missed class. You are expected to arrive on, or ahead of, class time and depart only after the class has ended or is dismissed. Excessive absences by a student usually results in less than optimum performance in the laboratory and classroom as well as on outside assignments. Students arriving late or leaving early may be counted absent.

Work missed during unexcused absences cannot be made up. The determination of whether an absence is excused (or approved) is the responsibility of the instructor, except in cases of approved absences for university-sponsored activities. When absences that are not excused seriously interfere with a student's performance, the instructor may recommend to the department chair that the student be administratively dropped from the course.

Dropping Class:
It is your responsibility to understand the University’s procedure for dropping a class. If you stop attending this class, but do not follow proper procedures for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university refer to the University Catalog and/or contact the Cashiers’ Office.
Disabilities:
Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

For students:

- If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

- If you are registered with DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Emergency Procedures:
In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University’s website’s homepage (www.Lamar.edu) for instructions about continuing courses remotely.

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at: http://www.lamar.edu/about-lu/administration/risk-management/index.html

Following are procedures for the first two:

**Severe Weather**

- Follow the directions of the instructor or emergency personnel.
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.
- Stay in the center of the room, away from exterior walls, windows, and doors.

**Violence/Active Shooter (CADD)**

- **CALL** - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.
- **AVOID** - If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY** - Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- **DEFEND** - Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Academic Continuity Statement:
In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University’s website’s homepage (www.Lamar.edu) for instructions about continuing courses remotely.

Classroom Behavior:
Our class operates on principles of ethics and values expected of professionals in our society and of the Lamar community. Professionalism includes, among others, a capacity for hard work, a thirst for knowledge, a pattern of trustworthy behavior, and a high regard, respect, and belief in others. Caps, sunglasses, hats, visors, or other accessories that shield the eyes from the instructor cannot be worn during class without the express permission of the instructor. Please conduct yourself in accordance with University policies including not using tobacco. Regarding Cell Phones, Pagers, PDA, and other portable computers and telecommunication devices: Be sure to turn them off during class, quizzes, exams, and labs. Students not complying with policy are subject to penalties.
### TENTATIVE SCHEDULE OF TOPICS AND EXAMS

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
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<tbody>
<tr>
<td></td>
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<td>SPRING</td>
</tr>
<tr>
<td>1</td>
<td>01/22</td>
<td>Introduction</td>
<td></td>
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<tr>
<td>2</td>
<td>01/29</td>
<td>No class</td>
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<tr>
<td>3</td>
<td>02/05</td>
<td>No class</td>
<td></td>
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<tr>
<td>4</td>
<td>02/12</td>
<td></td>
<td>02/17 12:30-Internship Workshop Orientation</td>
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<tr>
<td>5</td>
<td>02/19</td>
<td>No class</td>
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<tr>
<td>6</td>
<td>02/26</td>
<td>No class</td>
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<tr>
<td>7</td>
<td>03/05</td>
<td>No class</td>
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<tr>
<td>8</td>
<td>03/12</td>
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<tr>
<td></td>
<td></td>
<td>SPRING BREAK</td>
<td></td>
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<tr>
<td>9</td>
<td>03/26</td>
<td>No class</td>
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<tr>
<td>10</td>
<td>04/02</td>
<td>No class</td>
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<tr>
<td>11</td>
<td>04/09</td>
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<td>Deadline to Secure Internship</td>
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<td>12</td>
<td>04/16</td>
<td>No class</td>
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<td>13</td>
<td>04/23</td>
<td>No class</td>
<td>Pre-Screening Form/Learning Agreement</td>
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<td>14</td>
<td>04/30</td>
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<td>15</td>
<td>05/07</td>
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<td></td>
<td>SUMMER</td>
<td>Complete Internship</td>
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<td>FALL</td>
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<tr>
<td>1</td>
<td></td>
<td>Introduction</td>
<td>Attend class</td>
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<td></td>
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<td>Daily Logs</td>
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<tr>
<td>3</td>
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<td>First Draft of Daily Log's Due</td>
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<td>4</td>
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<td>Evaluations</td>
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<td>5</td>
<td></td>
<td>No class</td>
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<td>6</td>
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<td>Project Summary Report</td>
<td>Daily Log's Due</td>
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<td>7</td>
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<td>No class</td>
<td>Employer Evaluation Due</td>
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<td>Outline of Project Summary Report Due</td>
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<td>Project Summary Report</td>
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<td>No class</td>
<td>Project Summary Report Due</td>
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<tr>
<td>13</td>
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<td>Meet with professor to review</td>
<td>Student Evaluation Due</td>
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<td>No class</td>
<td>Final Revisions Due</td>
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