



CIS 4396 Internship in CIS
COURSE SYLLABUS: Spring 2020

INSTRUCTOR INFORMATION

Instructor: Dr. Giorgio Gotti
Email Address: ggotti@utep.edu
Office: COBA RM 260
Office Hours: by appointment

COURSE INFORMATION

Course Description:

The Department of Accounting and Information Systems allows students to receive academic credit for a learning experience that is at least equivalent to an upper division course. In order to do so, interns must work in an area aligned with their business major.

Course Objectives:

The primary focus of the internship experience is to allow you the opportunity to explore your career interest in a real world scenario and provide skills to help you succeed in today's business world.

Specifically, the objectives of this course are as follows:

- To further the ability to work effectively in a real situation.
- To contribute to the development of the student's confidence, judgment, and overall competency.
- To contribute to the student's overall evaluation of his/her career objectives.
- To contribute to the development of the student's ethics, quality of performance, and interpersonal relations.
- To increase marketability and value to employers

Course Format:

All students are expected to attend their internship regularly and adhere to the workplace rules and hours. Please keep in mind that the duration of your internship should be a minimum of 200 hours.

Additionally, you must maintain a daily journal detailing your activities on the job and complete requirements detailed in the syllabus to receive academic credit.

Course Expectations:

Each student is responsible for submitting all items on the syllabus to Blackboard.

COURSE RESOURCES

Required Materials:

1. Our 'virtual classroom' has been established on BLACKBOARD. Login to BLACKBOARD at <http://my.utep.edu>. Items on BLACKBOARD include:
 - Course syllabus and schedule
 - Announcements
 - Grades
 2. A **computer with internet access** is necessary and it is expected that student will check the website regularly.
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COURSE REQUIREMENTS

Internship for Academic Credit Application:

Submit all components of your Internship for Academic Credit via Blackboard. The application consists of (this should be the same packet you submitted to your advisor to register for the course):

- Completed student and employer portion of the application
- Job description
- Resume
- Unofficial transcript

Syllabus Quiz:

You must receive 100% on the syllabus quiz. This is designed to verify that you understand the requirements to receive academic credit for completing an internship. Incompletion of this quiz will result in an automatic drop of one letter grade from your final grade.

Professional Report:

The professional report consist of two components, the intern report and the employer evaluation. Your grade will be based on the content and presentation of your intern report and the comments from your supervisor. Typically, the top 20% receive an "A" letter grade and the remainder receive a "B" letter grade. However, please note it is possible to receive lower letter grades. Failure to submit an internship report or employer evaluation by the deadline will result in a failing grade.

Intern Report: The report must be three to four pages in length. When writing your professional report, reference your daily journal that outlines the tasks you completed throughout your internship. The grammatically correct report should include:

- An introduction detailing the position/title you held during your internship, the background on the company, etc.
- Short descriptions of the work you performed for the employer.
- The value of the internship experience overall.

Also, please keep in mind the confidentiality of your employer, if necessary, please do not identify clients specifically by name.

Employer Evaluation:

Employer must submit evaluation on time.

EVALUATION

Graded Calculations:

In order to receive a final grade for the internship, all items must be submitted by the indicated deadline.

Items
Internship For Academic Credit Application
Syllabus Quiz
Professional Report – Intern Report and Employer Evaluation

Grading Scale:

After reviewing the Professional Report I will administer a final letter grade. Please keep in mind that submission of the requirements alone will not automatically result in an “A” letter grade.

Grade	Percentages
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

STUDENT RESPONSIBILITIES

LEARNING IS EVERY STUDENT’S RESPONSIBILITY. My role is to facilitate and support your learning process. To accomplish the learning process, you are required to:

<https://www.utep.edu/business/about/student-faculty-responsibilities.html>

- Check Blackboard frequently for announcements and other information.
- Read assigned material listed on schedule before the material is covered.
- Complete and submit assignments on time via Blackboard.
- Contact me about any questions or issues *when they arise*. It's much easier to help and work out a solution early-on, then waiting until it is too late.

Termination of Internship:

If for some reason you find that you are not suited for the internship or you do not feel that you can perform the job you have been given satisfactorily, notify me immediately. In this case there may be the opportunity to withdraw you from the internship course. However, if you do not withdraw and you do not complete the internship you will receive a failing grade.

Academic Integrity:

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

“Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to **cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.**” Proven violations of the detailed regulations, as printed in the *Handbook of Operating Procedures* (HOP) <https://www.utep.edu/vpba/hoop/section-2/student-conduct-and-discipline.html> are available in available in the Office of Student Conduct and Conflict Resolution (OSCCR). Also available at: <http://sa.utep.edu/osccar/>. Students that are reported to OSCCR may result in sanctions ranging from disciplinary probation, to failing grades on the work in questions, to failing grades in the course, to suspension or dismissal, among others.

It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty.

Note from instructor: Cheating includes obtaining copies of solutions manuals and/or test banks. The instructor making selected solutions available doesn't mean that the entire solutions manual is open and approved for use.

Policy on Disruptive Acts

The obstruction or disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity on campus or under the authority of the University or on property owned or controlled by the University is prohibited and will subject the student or group of students to disciplinary action.

Campus Carry

Persons who hold a Concealed Handgun License can lawfully carry their gun into a UTEP classroom as long as it remains concealed. Open carry remains prohibited on campus. Should you feel someone is intentionally displaying a gun (or any other weapon for that matter), do not hesitate to call Campus Police (X 5611) or 9-1-1. For more information on campus carry, see <http://sa.utep.edu/campuscarry/>; for more information on overall campus safety, see <http://admin.utep.edu/emergency>.

Withdrawal Policy

The grade of "W" is available to all students. **DO NOT ASSUME THE PROFESSOR WILL DROP YOU AUTOMATICALLY IF YOU STOP ATTENDING BEFORE THE DROP DEADLINE.** After that drop deadline date, students must be dropped from a course with a mandatory grade of "F." A grade of "W," after that date may be assigned only under exceptional circumstances, and only with the approval of the instructor, the department chair and academic dean. The student must petition for the "W" in writing and provide the necessary supporting documentation. Please note that if you can no longer continue in the course, for whatever reason, it is your responsibility to withdraw from the course.

Students with Disabilities:

If you have a disability and need accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at <http://sa.utep.edu/cass/>. CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

Course Copyright Notice:

Many of the materials that are posted within this course are protected by copyright law. These materials are only for the use of students enrolled in this course and only for the purpose of this course. They may not be further retained or disseminated.

SCHEDULE

No late work is accepted. Failure to submit report and evaluation by the deadline may result in failing the course. Failure to complete syllabus quiz will result in reduction of final grade by one letter grade.

COURSE SCHEDULE / CALENDAR

Required Item	Submission Date
Internship For Academic Credit Application	Friday after the start of classes 1/24/2020
Syllabus Quiz	Friday after the start of classes 1/24/2020
Professional Report	Friday prior to the first day of final exams 5/4/2020

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE AS NEEDED TO MEET THE OBJECTIVES OF THE COURSE OR TO AID IN COURSE ADMINISTRATION AT THE DISCRETION OF THE INSTRUCTOR.