



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

RTM 450, Internship

Course CRN 20176, Section 01

Spring 2019; Credit Hours – variable;

Prerequisites – Senior status and permission of instructor;

Meets; arr

Meets:

Professor: Dr. Roy Ramthun

Office Location: Admin 119

Office Hours: 11:00-12:00 MWF, 1:00-2:00 TR or by appointment

Email: rramthun@concord.edu

College/Department Website: <https://www.concord.edu/business/node/23>

Course Description/Rationale:

This internship is designed to provide a "capstone" experience to the professional education that you have received at Concord.

Course Management System: Blackboard RTM 450

Hardware/Software Needed: NA

Text requirements: No Text

Concord University Educational Goal(s) This should address at least one of the areas (skills, knowledge, or attitude) for each course. Similar courses with different sections should have the same goal(s).

University Goal 1-7 An ability to work effectively both independently and collaboratively

University Goal 3-2 Exercise of responsible leadership including leadership by example and responsible followership

National Standards: NA

Specific Learning Outcomes :

1. The internship should help you to develop skills and experience that are highly specific to the career path that you plan to pursue. Obviously, for this objective to be met you must begin the internship process with some sense of direction and with some personal goals regarding the kinds of skills you will need to develop to further your career. You should meet with your advisor well in advance of the internship to discuss your career objectives and begin the process of selecting an appropriate internship placement. Your advisor's approval is a prerequisite for enrollment in this course.
2. The internship should give you the opportunity to meet people who are active in your career field. This is an opportunity to develop a professional network: the people currently working in your career area will have the best sense of the skills and abilities you will need to be successful. These people may provide you with professional references and can sometimes provide valuable information about the availability of other jobs.
3. The internship should become a valuable credential on your resume. In a sense, your internship will remain with you throughout your career. It is in your best interest to seek out a placement that is well-known and respected professionally. It is also important to select a placement that will work with you to develop your career. An internship site should never be selected on the basis of convenience.

Course Requirements

1. Your advisor must provide written approval of your internship placement.

2. Your supervisor at the Internship site may to complete a contract in which they agree to _____ complete evaluations and provide feedback to the Internship Coordinator. This document must be received by the Internship Coordinator no later than the first day of class in the semester in which you are enrolling in the internship. _____
3. You must complete and send a Bi-Weekly Report to the Internship Coordinator every two weeks throughout the period of the internship. _____
4. You must have a verifiable method of documenting the hours that you have completed. (Time cards, pay stubs, work schedules, letter from your supervisor are all examples of acceptable documentation.) _____
5. You must provide two evaluations from your supervisor. The first evaluation should be completed after approximately four weeks at the placement and should be mailed to the Internship Coordinator at that time. The second and final evaluation should be completed when you finish the internship and should be sent to the Internship Coordinator with your final paper. _____
6. After you have completed the internship, you must write a paper, which will be not less than five typewritten pages in length, evaluating your experience at the site. In this paper you should discuss your experiences at the internship site, evaluate the quality of the supervision you received from your on-site supervisor and, basically, discuss what you have learned from this experience.

When all of the above criteria have been successfully completed, you will receive your grade for the course.

Grading Policy and Scale:

All RTM students must complete 12 credit hours of internship experience that requires the successful completion of 600 hours of field experience. RTM 460 is a variable credit course and field experience hours may be completed in different

semesters or at different placement sites. Typically, you will work full time at an internship site for one full semester. If for some reason you cannot complete the internship within one semester, you should make arrangements in advance with the Internship Coordinator. You are responsible for finding your own internship placement, but your advisor is a valuable source of information and advice on finding placements.

This course is graded as PASS or FAIL. A grade of FAIL will be given for the following reasons:

- a) **Failure to complete any of the course criteria listed below may result in a failing grade.**
- b) Dismissal from your placement for a verifiable cause (ie: being fired). In the event that a student is dismissed from an internship placement for a cause that is not verifiable, the case will be reviewed by a committee of RTM faculty and a decision will be made regarding an appropriate grade or course of action. In the event that the student does not agree with the faculty's decision, the student may subsequently pursue the grade appeal process as described in the college catalog.
- c) Failure to complete 600 hours of fieldwork experience.

Make-up Policy, Late Work:

Assignments will be accepted after the posted due date, but with a point reduction penalty. Students who miss exams or other major scheduled activities may make them up if a verifiable excuse is provided. In-class assignments and activities cannot be made up, but a point adjustment will be made in the final grading process if a verifiable excuse is provided.

Course Timeline (Schedule of Assignments/Assessments/Presentations)

Not Applicable

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and

are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure No students or employees are to report.

Classes Cancelled Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct. This course will rely on discussion, which includes difficult dialogue at times. This is an inclusive and safe classroom. All discussion points and questions are valued; as such, students are expected to treat one another and the professor thoughtfully and with respect. Racist, sexist, religiphobic, homophobic, heterophobic, or other pejorative or discriminatory language will not be tolerated and those who insist on such behavior will be asked to leave the classroom. This course may include material that is difficult or make you uncomfortable. Learning new ideas and pushing yourself is part of the academic process. You can learn the information without agreeing to it. However, if at any point you need to leave the classroom to collect yourself, you may do so, though you are still responsible for all content in this course.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384- 5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304- 384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer "This syllabus is subject to change based on the needs of the class. Please check it regularly."