

Syllabus
AST 3384 Practicum & Internship in AST
Spring 2015

Professor: Mazie E. Will, CPS/CAP, Associate Professor
Office & Phone ACR 102 432-837-8072
Email: mwill@sulross.edu
Blackboard Enterprise: <http://sulross.blackboard.com>
Office Hours*: MTWThF 11 – 12 noon
MTW 2:30 – 4 p.m.
Or by appointment
*May vary if University commitments require

Required Instructional Materials:

- No textbook required
- Frequent SR email and Blackboard access
- Relevant and designated Social Media Applications
- Internet and online library resources required
- Access to [SurveyMonkey](#), when requested
- Internet access required (high-speed recommended)

Objectives:

- Students will apply employable skills to gain a business-related position as a paid employee or non-paid volunteer.
- Students utilize employable skills to prepare for professional advancement in future careers.
- Students will communicate effectively with co-workers, supervisors, customers, peers, and faculty.
- Students will apply current knowledge and skills to an actual workplace setting.
- Students will create job-seeking skills, including résumé, job application, and interview.
- Students will interact with other students sharing work place experiences.
- Students will submit discussions, reports, evaluations, and surveys (paper and/or online) of the work experience.
- Students will conduct Internet and online library research, as assigned, and related to work place and job-seeking skills.
- Students will complete a short-term project relevant to the internship work place location.

Anticipated Topics

- I. Résumé, Application, Interview
- II. Employment Issues and Cases
- III. Workplace-based Project
- IV. Discussion Board Interaction

Evaluation

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|---|-----|
| Workplace Project Plan & Reports | 30% |
| Online Participation (Participation = Attendance) (Webinars, Discussion Boards, Chat, Blog, other as assigned) | 30% |
| Assignments/Exercises/Report Forms (Evaluation, Job-Seeking Documents, other) | 30% |
| Timely Submission of Forms by Announced Due Dates | 10% |

Assignments

- Be sure your work is properly identified with your full name, course number, and date, placed in a footer at the bottom of the assignment.
- Assignments will include exercises to familiarize you with job-readiness skills and will involve both individual and group work.

- Research time will be required to conduct Internet research for exercises and projects.
- Students will also use email, social media, and Internet resources during the course as well as utilize other technology relevant to the course.
- Assignments will be submitted as instructed and method of submission will vary according to the nature or complexity of the exercise/project.
- You must know how to submit assignments via email, email attachment, online survey, on CD/disk, to the Blackboard Assignment function, and/or in print.
- If assignments are required to be submitted via email or Assignment Function, it **MUST** contain the following in the Subject Line YourLastName_3384_AssignmentName.
- Late assignments may be accepted solely at the discretion of the professor. Points will be deducted for work submitted late.
- Requests for extra credit to make up for incomplete work, late assignments, procrastination, or non-participation will not be considered.
- Overall assessment will be based on quality of resulting projects utilizing course-related software.

DUE DATES

- Each assignment is due as indicated in the course.
- All assignments must be submitted & received by the method assigned in the course.
- Assignments and projects will be due through Blackboard or email, as assigned.
- Final grades will be submitted into Banner by Monday, May 18, 2015, 12 Noon

Distance Education (Web-course) Non-Participation Statement

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences with a grade of F. In distance education courses, this policy is interpreted as non-participation; once a student has been documented as non-participating for more than 3 weeks of inactivity during a long semester or 1 week of inactivity during a summer session, the instructor may drop the student from the course with a grade of F. Non-participation and inactivity may include not logging on to the course, not submitting assignments or participating in other assigned activities as Scheduled, not communicating with the instructor by phone or e-mail, and/or not following the instructor's participation guidelines stated in the syllabus.

Course-specific Policies

- Students who fail to log on and submit an adequate amount of assignments by February 20, **2015**, are subject to being dropped from the course for non-participation, applying the official university policy stated above.
- Students are responsible for meeting assignment deadlines; late assignments may earn a reduced grade.
- Students are responsible for meeting University deadlines, i.e., drop/add courses, withdrawal from a course, withdrawal from the University.

Communication

- To contact your professor, send EMAIL to mwill@sulross.edu, Email is checked regularly.
- Replies to emails will be sent as soon as possible and usually within 24 hours. If I'm out of town on University business, however, it may take a little longer.
- Your Sul Ross email is PREFERRED by both the professor and the University.
- Notify the professor if you change your email address.
- You are responsible for keeping your email account under control, so that you do not exceed capacity limits, and thus risk email being returned.
- The instructor is not responsible for emails that do not reach the recipient on either side due to incorrect addressing, system failures, etc. Any returned email will not be re-sent.

Course Grade

- Use Banner Self-Service to access your final course grade which is viewable as soon as the professor posts it. Grades for this course will be posted by the deadline set by the Registrar, May 18, 2015.
- University policy emphasizes that Incomplete (I) grades are considered only in extreme emergencies, not for extra time to complete assignments; posting an I is at the sole discretion of the professor based on individual circumstances.
- Final grades for completion of an Incomplete grade in this course will be no higher than a "B."

Academic Advisement

If you have questions about this course, ask your professor. If you have questions about the Bachelor of Arts in Administrative Systems & Technology (AST), please ask me.

Academic Honesty

Students are expected to observe and follow the University policy on academic honesty--do not cheat, copy, plagiarize (turning in another person's work as your own whether written, computer file, disk, Internet, library.)

Student Conduct

Inappropriate student conduct during this online course will not be tolerated. Students who, in the professor's determination, create an atmosphere not conducive to learning, or who follow a path that disrupts the learning and teaching environments in the online classroom, including cyberbullying, will be immediately referred to the University Department of Public Safety and/or to the Dean of Students.

Accessibility and Counseling and Prevention Services

Sul Ross State University offers services to meet students' learning needs. Personal counseling services are provided for students. Students seeking those services should go to Ferguson Hall, Room 112 or visit this web page

Let's have a mutually educational and fun experience. Good luck.

COURSE MOTTOS!

“JUST DO IT!”—Nike

“A mind once expanded by a new idea can never return to its original dimension.”
—Oliver Wendell Holmes

| Date | Planned Activity* Students are engaged in on-the-job activity during this time Webinars/Teleconferences to be Scheduled via Email |
|-----------------|--|
| Jan 20 – Feb 13 | Blackboard course activated. Syllabus Posted Discussion Boards Begin Workplace Information Form Due, February 13, 2015 |
| Feb. 20 | Project Planner Due Discussion Boards Continue |
| Mar 6 | Résumé draft due and other career portfolio materials in progress Discussion Boards Continue |
| Mar 20 | Résumé draft and other career portfolio materials returned for editing Project Progress Report Due Discussion Boards Continue |
| April 10 | Final résumé and other career portfolio materials due Discussion Board Continue |
| May 1 | Discussion Boards Continue Supervisor Evaluation Form/Survey Due, May 1, 2015 |
| May 5 | Workplace Projects, Job Portfolio, and Written Report Discussion Board Final Report & Submission Due, May 5, 2015 ALL Documents Due No Later than May 5, 2015 |

*Syllabus and schedule subject to modification, if necessary.