

GBAA 3000: Internship

Rio Grande College of Business

Spring 2025

Faculty Information

Dr. Candice Ward

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Office Hours: TR 4:00-5:00 pm CT or by appointment

Course Description

Independent study or a research on a topic with supervision by a faculty member. This particular course is an internship independent study in which students will perform assigned tasks for a particular College within the University. Students will reflect upon their real-world experience, submit samples of professional communication and project deliverables, and along with their supervisor, complete a performance evaluation. Students will leave the course better prepared to perform duties that will be expected of them in their chosen professions.

Course Materials

As assigned by internship supervisor.

Program Student Learning Outcomes

PSLO1: The students will analyze and solve business problems across major business functions, using fundamental business principles & strategies.

PSLO2: The students will communicate business information through written, oral, and other delivery processes.

PSLO3: The students will identify and understand the impact of ethical and social responsibility issues in business.

Course Student Learning Outcomes

CSLO1: Evaluate performance and skills development during the internship by reflecting on their experiences and providing actionable goals for future professional growth. **(Reflective Journals, Review of Supervisor Evaluation and Final Reflection)**

CSLO2: Utilize professional communication to support and represent the leadership of the academic unit. **(Samples of Professional Communication)**

CSLO3: Apply project management and administrative theories to solve practical problems and optimize workflows within their internship roles. **(Reflective Journals, Project Summaries and Deliverables)**

CSLO4: Create professional-quality reports, presentations, or project deliverables that address specific administrative or project management goals for their assigned department. **(Project Summaries and Deliverables)**

Marketable Skills

Marketable Skill 1: Students will have the ability to apply the principles of business they learn to the management of existing businesses or the creation of new businesses.

Marketable Skill 2: Students will have the ability to use research and analysis to make informed decisions.

Course Assignments and Grading

(Standardized)

| <i>Overview of Required Assignments</i> | <i>% of Final Grade</i> |
|--|-------------------------|
| Timesheets | 10% |
| Reflective Journal | 30% |
| Project Summaries and Deliverables | 15% |
| Samples of Professional Communication | 15% |
| Review of Supervisor Evaluation and Final Reflection | 30% |

| | |
|--------------|-------------|
| TOTAL | 100% |
|--------------|-------------|

Late Assignment Statement: Unless approved by professor, no late work will be accepted.

Timesheets (10% of Final Grade):

You should post your weekly timesheet which shows the hours you worked each week.

Reflective Journal (30% of Final Grade)

Each week you will submit a reflective journal which will allow you to think critically, applying the knowledge you have gained to real-world practice. Each entry should be 1-2 pages, double-spaced, and organized by date. Each entry should contain the following:

- Weekly Overview
- Learning and Application
- Challenges and Solutions
- Growth and Development
- Connections

See your class for how each journal will be evaluated.

Project Deliverables (15% of Final Grade)

As instructed by your professor, you will submit project deliverables you have created during the course of your internship.

Examples of Professional Communication (15% of Final Grade)

As instructed by your professor, you will submit examples of professional communication including but not limited to: correspondence, meeting minutes, presentations, etc.

Review of Supervisor Evaluation and Final Reflection (30% of Final Grade)

Similar to the real world, your supervisor will be completing an evaluation of your work performance for the semester. You will self-score your performance, your supervisor will score your performance, and the two of you will meet to discuss the results. In addition, you will submit a final reflection that describes your key takeaways and how the internship has prepared you for your career.

Course Schedule

Your course schedule will be determined by your internship supervisor. You will submit your timesheets and reflective journals weekly, your examples of professional communication and project deliverables during week 15 of the semester, and your supervisor evaluation and final reflection during finals week.

ADA Statement

SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mrs. Mary Schwartz Grisham, LPC, SRSU's Accessibility Services Director or Ronnie Harris, LPC, Counselor, at 432-837-8203 or email mschwartz@sulross.edu or ronnie.harris@sulross.edu. RGC students can also contact Alejandra Valdez, at 830-758-5006 or email alejandra.valdez@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

Student Responsibilities Statement

All full-time and part-time students are responsible for familiarizing themselves with the [Student Handbook](#) and the [Undergraduate & Graduate Catalog](#) and for abiding by the [University rules and regulations](#). Additionally, students are responsible for checking their Sul Ross email as an official form of communication from the university. Every student is expected to obey all federal, state and local laws and is expected to familiarize themselves with the requirements of such laws.

SRSU Distance Education Statement

Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website.

Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires a secure login. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website. Directions for filing a student complaint are located in the student handbook.

Counseling

Sul Ross has partnered with TimelyCare where all SR students will have access to nine free counseling sessions. You can learn more about this 24/7/365 support by visiting [Timelycare/SRSU](https://www.timelycare.com/srsu). The SR Counseling and Accessibility Services office will continue to offer in-person counseling in Ferguson Hall room 112 (Alpine campus), and telehealth Zoom sessions for remote students and RGC students.

Libraries

The Bryan Wildenthal Memorial Library and Archives of the Big Bend in Alpine offer FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu/. Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or by phone (432-837-8123).

No matter where you are based, public libraries and many academic and special libraries welcome the general public into their spaces for study. SRSU TexShare Cardholders can access additional services and resources at various libraries across Texas. Learn more about the TexShare program by visiting library.sulross.edu/find-and-borrow/texshare/ or ask a librarian by emailing srsulibrary@sulross.edu.

Mike Fernandez, SRSU Librarian, is based in Eagle Pass (Building D-129) to offer specialized library services to students, faculty, and staff. Utilize free services such as InterLibrary Loan (ILL), ScanIt, and Direct Mail to get materials delivered to you at home or via email.

Academic Integrity

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. Students should submit work that is their own and avoid the temptation to engage in behaviors that violate academic integrity, such as turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden. Students should also avoid using open AI sources **unless permission is expressly given** for an assignment or course. Violations of academic integrity can result in failing assignments, failing a class, and/or more serious university consequences. These behaviors also erode the value of college degrees and higher education overall.

Classroom Climate of Respect

Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another on the basis of race, religion, ethnicity, age, gender, national origin, or sexual preference. Still, we will not be silenced by the difficulty of fruitfully discussing politically sensitive issues.

Supportive Statement

I aim to create a learning environment for my students that supports various perspectives and experiences. I understand that the recent pandemic, economic disparity, and health concerns, or even unexpected life events may impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create a supportive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.