

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing and Administrative Systems
Course Prefix/Number: ADMS 484
Course Title: Internship
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Pre-approved and supervised work experience in an administrative systems-related position with a public or private business organization. May be repeated for a total of 6 hours credit.
- II. Prerequisites: Junior classification and approval of department head.
- III. Expanded Course Description: A supervised, project-oriented, experiential learning process. The student will apply knowledge and skills from the academic setting to solving problems in a real-world setting. The process involves the student, the professor, and a supervisor for the client organization who has agreed to cooperate in the internship process. The student is required to complete a minimum of four written projects during the semester assigned by the professor. The completed written projects will be viewed by the supervisor for the client organization, and evaluated by the professor.
- IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).
 - Knowledge Outcomes: The student will
Become more aware of the relationship and methods of application of academic theory to real world problems and their solutions.
Learn new or enhanced concepts related to their field of study as a result of their focus on the solution of specific practical problems.
 - Skill Outcomes: The student will
Develop or enhance oral and written communication skills by organizing, and presenting individual written and oral projects.

At the conclusion of the course the student will:
The student will develop a greater appreciation for the interaction between theory and practice in the solution of problems in a real world setting.
Develop a more comprehensive understanding of the multiplicity of variables and complexities involved in dealing with problems in the real world setting.
- V. Unless otherwise stipulated in this master syllabus by the department, the

following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:

- a) Course Requirements
- b) Required Text(s)
- c) Bibliography

VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure of give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

_____/_____/_____
Date