

University of Arkansas, Sam M. Walton College of Business  
WCOB 310V: Internship  
Fall 2022



**Instructor:** Madison Stueve

**Phone/email:** 000-000-0000 / [mstueve@walton.uark.edu](mailto:mstueve@walton.uark.edu) -preferred method of communication.

**Office Hours/Appointments:** All appointments this semester will be virtual, email to schedule.

**Course Number and Title:** WCOB 310V: Internship

**Course Credit:** variable; credit hour requirements:

- 1 credit hour = 120 cumulative hours of work
- 2 credit hours = 180 cumulative hours of work
- 3 credit hours = 240 cumulative hours of work

**Course Delivery:** Online through Blackboard: <https://learn.uark.edu/> - Username and password should be the same as your username and password to login and check your University of Arkansas email and UA Connect.

**Prerequisites:**

- Successfully completed at least 60 hours (junior or senior standing)
- Successfully completed the pre-business core courses
- Cumulative University of Arkansas GPA of at least 2.5
- GPA of 2.5 in the previous full semester of enrollment
- An eligible job or internship (related to major or minor and career goals)

**Textbook:** No required textbook required. All course materials will be provided to you by the instructor and made available to you through Blackboard.

**Course Description & Goal:** Internship Credit (WCOB 310V) is an optional, academic program that enables students to earn academic credit while gaining degree-related work experience prior to graduation. It is a planned, progressive educational strategy in which the student learns about his/her field of study through hands-on experience in the workplace. Additionally, this course aims to create reflexivity and career management skills for each student through critical reflection of your time in this internship, while exposing you to valuable career center resources you can use throughout your college and alumni experience.

**Course Assignments:** Students will be expected to complete the following academic assignments during the course to earn credit and pass the course:

- Beginning Internship Competency Evaluation
- End of Internship Competency Evaluation
- Hours Log & Reflection (3-4 Total)
- Complete Poster
- Attend and Present at the Internship Poster Session
- VMOC Feedback and LinkedIn Post About Internship

- Post in the Mid-Semester Internship Update

All course assignments are completed in Blackboard via the Suitable platform (Students Achieving Milestones – S.A.M) unless otherwise instructed.

**Course Communications:** This course utilizes two primary channels of communication as part of the online course environment. The channels of communication for this course include:

**Blackboard** –Blackboard is an online, continuous learning environment available to you at <http://learn.uark.edu> The Announcements section of Blackboard is also important to pay attention to as important updates and communications will be posted there. Blackboard support and help materials at: Click on the Support button when in Blackboard (see top menu), or go to: <https://bbhelp.uark.edu/>, 479.575.6804 and [bbhelp@uark.edu](mailto:bbhelp@uark.edu).

**Course Communications** - For questions about the course, any assignments, or deadlines, refer to the “Course Questions” discussion board on blackboard, which I check weekly. If you post there, another student or I can answer your question, which can also help reduce confusion for everyone on the course. Remember- if you have a question, others probably do too!

**Email** – Each student is individually responsible for timely attention to ALL emails received from the instructor. These emails may contain but are not limited to changes in course deadlines/assignments, instructor updates, and information regarding missing assignments.

**Note:** Email as well as Blackboard announcements, either posted by the instructor or Blackboard administrators, should be considered part of the “lecture” material for this course. Students are expected to communicate with the instructor if they have questions re: assignments, if they miss an assignment, and/or if they have extenuating circumstances. It is not the instructor’s responsibility to follow up with students regarding missing assignments.

### **Course Grading**

The grade for each student will be determined by satisfactorily completing all course assignments. Students will not receive a letter grade for WCOB 310V, but students will receive one of the following notations on their transcript:

**Credit (CR)** means a student has passed all assignments on time. This grade will not impact GPA.

**Incomplete (I)** A mark of “I” may be assigned when a legitimate circumstance has prevented the student from completing all course requirements and the work completed at the time of assigning the “I” is of passing quality. It is the discretion of the instructor that determines what qualifies as a legitimate circumstance. It is recommended that the instructor, prior to the assignment of an “I” mark, document the legitimate circumstance and conditions for completing course requirements. An “I” so assigned may be changed to a grade provided all course requirements have been completed within 12 months after the end of the term in which the “I” was assigned. If the instructor does not report the grade within the 12-month period, the “I” shall be changed to an “F.” When a mark of “I” is changed to a final grade, the grade points and academic standing are appropriately adjusted on the student’s official academic records.

\*Important\* An “I” must be requested by the student and there is no guarantee it will be approved by the instructor as legitimate. Be on top of your communication if situations arise, so arrangements can be made in time.

**Fail (F)** means a student has completed unacceptable work or did not complete all assignments. This grade will negatively impact their GPA.

**Syllabus Changes:** The instructor reserves the right to make changes as necessary to this syllabus. If

changes are made, students will receive an email and/or a Blackboard Announcement.

**Academic Integrity:** As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail. Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy.' Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

For more information on academic integrity, see [http://provost.uark.edu/academic\\_initiatives.php](http://provost.uark.edu/academic_initiatives.php).

**ADA Accommodations:** Students with disabilities requesting reasonable accommodations must first register with the Center for Educational Access. The CEA is located in ARKU 209. Visit CEA's site at <https://cea.uark.edu/about/index.php>. University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479-575-3104 or visit <https://cea.uark.edu/about/index.php> for more information on registration procedures).

**Disclaimer:** The instructor may deviate from the schedule. Changes will be announced in Blackboard and/or via email.

**Course Assignments:** This course does not introduce any new material that are needed to keep up with your assignments, your due date and assignment description is listed below. All assignments are due at 11:59 PM, and extensions must be asked for ahead of time.

**Beginning of Internship Competency Evaluation:** You and your employer will sit down with the handout on the blackboard assignment description. After, you will upload it to blackboard. **Due date: January 31<sup>st</sup>.**

**Hours Log and Reflection:** Throughout the semester, you will track the number of hours you worked each week, as well as include a paragraph (5-8 sentences) that sums up the work you did in that time. These are due on the first of each month: **February 1<sup>st</sup>, March 1<sup>st</sup>, April 1<sup>st</sup>, and May 1<sup>st</sup>.** If you have not met the internship hours required to receive your credit hours at that point, you may submit an additional log during finals week to make up for it.

**Internship Discussion Board:** Throughout the semester, you will make a post to the entire class sharing a bit about what you are doing in your internship and what you have learned. This will be a 200-400 word post. After you make your post, you will respond to 3 classmates about their internship experience. **Due Date: April 10<sup>th</sup>.**

**VMOC and LinkedIn Post:** First, through your VMOC account (instructions to make an account will be posted), you will link your LinkedIn page through the Aspire function of the site. Aspire will give you suggestions on how to make your LinkedIn page stronger. After you receive feedback from VMOC, you will make a LinkedIn post about your time at your internship and tag both the company you interned with, as well as the Walton College of Business. **Due May 1<sup>st</sup>.**

**Present at the Poster Presentation:** On **Wednesday May 3<sup>rd</sup>**, from 4-6 PM, you will attend a conference style poster session, where everyone in the class will put up a poster and prepare a 2-3-minute speech describing their internship and what they have learned. It is a professional networking event and

employers will be invited to come and learn about your experience, and what you can bring to the workforce. Sign ups for the time you attend will be sent out through an announcement. You will be graded on your poster, attendance, and speech.

**End of Internship Competency Evaluation:** You and your employer will sit down with the handout on the blackboard assignment description. After, you will upload it to blackboard. **Due date: May 10<sup>th</sup>.**

**Grading Break Down:** In order to pass this course, you will need to accrue at least 70/100 points on your assignments in addition to attending your internship and receiving enough hours. Here is how much each assignment is worth:

**Beginning of Internship Competency Evaluation:** 10 points

**Hours Log and Reflection (4 total):** 7.5 points each

**Internship Discussion Board:** 10 points

**VMOC and LinkedIn Post:** 10 points

**Present at the Poster Presentation:** 30 points

**End of Internship Competency Evaluation:** 10 points

**\*Disclaimer:** You must turn in each assignment in order to pass this course, even if you reach the 70 point minimum before all assignments are due.\*