

California State University Channel Islands
MGT 492 Internship Class
Course Syllabus

Instructor: Michael Seay
Class Meetings MGT 492: Thursdays: 4:30 PM – 7:20 PM @ Bell 1621
Office Hours: Tuesdays: 4:30 PM – 5:45 PM Sage 2152
Wednesdays: 4:30 PM – 5:45 PM Sage 2152
Or by appointment or after class if needed
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Cell: 805-377-5786

Course Description :

Students engage in an approved internship in which theories and skills learned in their chosen major are applied in a particular work setting. Credit hours/hours worked at internship: 1 credit = 30 hours, 2 credits = 60 hours, 3 credits = 80 hours.

Student learning outcomes

- Apply major program theoretical understanding to work context
- Develop organizational, analytical and communication skills related to job specific attributes
- Develop interpersonal and collaborative skills related to job specific attributes
- Demonstrate understanding of organizational culture, professional customs and practices.
- Improve problem-solving and negotiation skills
- Self-monitor and correct performance

Program Learning Goals :

1. Critical Thinking
2. Oral Communication
3. Written Communication
4. Collaboration
5. Conduct (Ethics)
6. Competency in Discipline

Course Content in Outline Form:

- Career Exploration
- Organizational cultural assessment
- Mentorship
- Leadership
- Communication (oral and written) Skill Building
- Critical thinking and problem-solving

Required materials:

Online readings provided via CANVAS

Optional reading

- Flipboard App

Grading:

Class Participation (individual)	50
Meeting at Career Center	50
Current Event (individual)	100
Journals	200
Online Discussions	100
Resume and Cover Letter	100
Final Project (individual)	<u>300</u>
Total Points Available	1,000

Grading related issues

Final grade will be calculated on the weighted value of all components. Final grades will be given on the basis of the guidelines provided by school. The professor reserves the right to change the method for determining course evaluation at any time.

A+: 1000-980	A: 979-930	A-: 929-900
B+: 899-880	B: 879-830	B-: 829-800
C+: 799-780	C: 779-730	C-: 729-700
D: 699-600	F: <599	

Other than exams, I take the following approach to evaluating both oral and written work (including class participation and online discussions).

My notation	Grade range	Quality
√+ (“check +”)	A to B+	Easy to read/follow; shows deep critical thinking and connects to course material; a logical, easy to read structure; no major grammatical errors
√ (“check”)	B to C	Professional; solid structure; shows some critical thinking; minor grammatical errors
√- (“check -”)	D and below	Unprofessional; inconsistent; poorly structured; little or no critical thinking or link to course material; numerous grammatical errors

Class participation and attendance

You are expected to come to class with the assigned readings completed and fully prepared to participate in the discussion. Grading for this section will be based on **attendance, preparedness, your contributions** toward advancing class discussion, and generally fostering learning among peers.

***A requirement for a good participation grade is to meet with me in my office at least once during office hours. If you cannot make it to office hours, we can do a video conference.**

Only one undocumented absence will be allowed during the semester. Each additional undocumented absence will result in a deduction from your class participation final grade.

Current Events Presentation (Individual)

The purpose of this requirement will be to showcase your knowledge of a current event topic from a journal, magazine, Internet article, etc. **that is related to the course content, i.e internships.**

You will be required to present the material and lead a meaningful discussion on the topic. You are required to use PowerPoint/Prezi, handouts and/or any aides you may need to explain and lead this discussion. This should last between 5-10 minutes.

You are required to turn in a printed copy of your presentation to me when you present.

Resume and Cover Letter (Individual)

You will be submitting a cover letter and professional resume. Please submit on MyCI to your professor, receive the edits and resubmit with edited changes.

Online Discussion (group)

You will be participating in numerous online discussions on MyCI. I will start the threads and you will be required to offer and contribute useful conversations and posts regarding the topic for that week.

Career Center Meeting (Individual)

You will be required to make an appointment and meet with the Career Center and then write and submit a 1 page write up in MyCI.

Journals (Individual)

You are required to keep a journal for each journal assignment and turn it in at the end of the week. The following assignments will have your prompts and questions to answer in each journal. You are required to tune them in online via MyCI under the journal tabs. Journal entries should be of sufficient length to answer the question, usually 1-3 pages.

Journal # 1: Introduction

- Give a brief overview of your organization.
- Give a brief overview of your position there and your responsibilities

Journal # 2: Organization Design and Culture

- What is the design of your organization?
- What is the culture of your organization?

Journal # 3: Linking the internship to your education

- What specifically have you learned at Channel Islands that has helped you at your internship? Give specific examples.

Journal # 4: SMART Goals

- What are SMART Goals?
- Give an example of a SMART goal in your life

Journal # 5: Career Goals

- What are your short-term and long-term career goals?
- What do you need to accomplish those goals?
- How does your major impact your long and short term career goals?
- Please write down 2-3 career goals in SMART format

Journal # 6: Skills Wheel

- Complete the skills wheel exercise
- What skills are you proficient and what skills need improvement?

Journal # 7: Cover Letters and Resumes

- Share some insight about writing and constructing your cover letter and resume

Journal # 8: Job search

- How would you conduct a proper job search?
- What websites or resources would you use?

Journal # 9: Interviews

- What are the fundamentals of the interview process?
- Describe the basics of interviewing and the follow-up process.

Journal # 10: Social Media (LinkedIn)

- Post your LinkedIn page and describe what you feel is good on your LinkedIn page and what needs improvement?

Final Project

For your final project you will be interviewing your supervisor and presenting a video presentation as part of your final presentation. The outline is a 10-minute presentation on your internship to include what you learned, the application of your education at CI to the internship and the edited interview. We will discuss the details in class.

Please turn in to me a printed copy of the presentation.

Please upload to the presentation to CANVAS.

TENTATIVE SCHEDULE

	Thur.	SUBJECT AREA	Location	ASSIGNMENT	OTHER ACTIVITIES/ READINGS
1	1/30	Introduction	Classroom		Agreements and paperwork
2	2/6	Introduction Organizations: understanding the organization and decision-making process	Online	Journal # 1	Intern placement agreement Due
3	2/13	Organization Culture Discuss Internships	Online	Journal # 2	
4	2/20	Linking the internship to your education	Online	Journal # 3	
5	2/27	Discuss Internships	Online		
6	3/5	SMART Goals	Classroom	Journal # 4	Current Event Presentations
7	3/12	Career Goals	Online	Journal # 5	
8	3/19	Skills	Online	Journal # 6	Resume and Cover letter due
9	3/26	Spring Break	Online		
10	4/2	Cover Letters and Resumes	Classroom	Journal # 7	Meet with the Career Center
11	4/9	Job Search	Online	Journal # 8	
12	4/16	Interviews and Resumes	Classroom	Journal # 9	
13	4/23	LinkedIn and social media as a search tool	Online	Journal # 10	
14	4/30	Presentation Prep	Online		
15	5/7	Final Presentation/Project	Classroom		Final Project Due
16	5/14	Final Presentation/Project	Classroom		Final Project Due

In- Class Protocol:

No Cell phones/No Texting: As a rule, the phone needs to be turned off and not on your desk. Do not answer cell phone calls/texts during class. If you need to receive an urgent text or call during class, please set your phone on silent mode, notify me before class you are expecting a call and take the call/text outside. Frequent interruptions will hurt your participation grade. Note: **Texting during class is not allowed and you will be dismissed from the class period if texting.** No exceptions.

No late quizzes/assignments/tests:

Quizzes, tests and assignments will not be accepted late. Papers are submitted in hard copy at the beginning of class due date. Please do not send papers to me by email unless instructed. If you miss a deadline/test, there is no make-ups unless you have an emergency (i.e. medical) with proof of situation. There are no makeups for the Final Marketing Plan/Presentation on Finals day.

Note about Presentations: These are mandatory classes. There will be no makeup. If you miss the class day that the Exams or Presentations are given, you will get an “F” for the Exam or Project. (You will only be excused due to urgent situations with proof, i.e. medical emergency, etc. and you are required to contact me via my cell phone 805-377-5786 as soon as possible.)

Laptops: Are closed after the first 10 minutes of class period unless otherwise advised. It is recommended you bring paper to class for notes. There are exceptions toward the end of the semester when you meet with your teams, and will be noted in class. If you have an e-textbook, please make arrangements with me individually to arrange special seating. I will advise you when you can have open laptop if you have a digital e-textbook.

Writing Standard: The standard of writing is that of an upper division class. Students should have already achieved correct grammar and punctuation skills; those who have not should catch up by asking for help from the writing center or studying The Elements of Style or similar instruction. Poor

writing will count against your assignment's grade. References/Bibliographies and writing must be APA style. **I do not accept hand written assignments.**

Leaving Class Early: If you must leave class early, please inform me **before** class. Arriving late or leaving early more than a few times will affect your participation grade. Please do not leave early on the days of Final Project presentations or you will be penalized. You are not allowed to leave class during an exam until you are finished.

Contacting the Professor: The best way to reach me is my **CSUCI email:** michael.seay@csuci.edu—although, sometimes it may take up to 48 hours to reply. For truly urgent matters TEXT (805-377-5786).

Accessing Course Materials: Please monitor CANVAS frequently for assignments, quizzes and documents. Please check your CSUCI email regularly for correspondence.

Disclaimer: Information contained in this syllabus, other than that mandated by the University, may be subject to change with advance notice, as deemed appropriate by the instructor.

Cheating, Plagiarism and Other Forms of Academic Dishonesty

By enrolling at CSU Channel Islands, students are responsible for upholding the University's policies and the Student Conduct Code. Academic integrity and scholarship are values of the institution that ensure respect for the academic reputation of the University, students, faculty, and staff. Cheating, plagiarism, unauthorized collaboration with another student, knowingly furnishing false information to the University, buying, selling or stealing any material for an examination, or substituting for another person may be considered violations of the Student Conduct Code (located at <http://www.csuci.edu/campuslife/student-conduct/academic-dishonesty.htm>).

If a student is found responsible for committing an act of academic dishonesty in this course, the student may receive academic penalties including a failing grade on an assignment or in the course, and a disciplinary referral will be made and submitted to the Student Conduct & Community Responsibility office. For additional information, please see the faculty [Academic Senate Policy on Academic Dishonesty](#), also in the CI Catalog. Please ask about my expectations regarding academic dishonesty in this course if they are unclear.

To that end, reviewing this document from UC Davis has been recommended as a good way to help students distinguish the difference between collaboration and plagiarism: <http://www.academicintegrity.org/icai/assets/unauthorizedcollaboration.pdf>.

Disabilities Accommodations

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of need. You can [apply for DASS services here](#). Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

Final Thoughts:

“Good fortune is what happens when opportunity meets with planning.”

Thomas Edison 1847-1931

“I am a great believer of luck, and I find the harder I work, the more I have of it.”

Thomas Jefferson, 2nd President 1743-1826