



Course Syllabus

Course Title: Graduate Internship Elective

Term and Year: Summer, 2023-2024

Course and Section Number: BA 6000Z.8O1

Time and Place: Asynchronous, Online

Number of Credit Hours: .5 credit

Instructor: Brittini D. Heiden

Office Location/Hours: Monday, 3pm-4pm

Office Phone: (260) 665-4690

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Course Description: This graduate course is designed to combine classroom theory with practical application through job-related experiences. Students are actively employed in diverse organizations and agencies that relate to their graduate academic training and career objectives. Students will create obtainable SMART goals that apply to their personal and professional goals. Students will build skills related to interviewing etiquette to assist in successful job acquisition. Additionally, students will have the opportunity to reflect on supervisor feedback and their overall experience in the graduate internship.

Learning Outcomes: Upon completion of this course, the student should be able to:

1. Discover achievable SMART goals. **(LO1)**
2. Connect academic knowledge with a professional setting. **(LO2)**
3. Examine F-1 student visa requirements related to the authorization of curricular practical training (CPT) employment. **(LO3)**
4. Evaluate personal accomplishments and experiences related to master's program of study. **(LO4)**
5. Analyze how to achieve professional growth in industry. **(LO5)**
6. Reflect on feedback provided by supervisor. **(LO6)**

Prerequisites: None

Required Text:

References:

Other Materials:

Course Requirements:

Attendance/Participation: All students are expected to log in to their courses regularly throughout the week to receive instruction, materials, and updates from the instructor. It is your responsibility to check in and submit your assignments, complete your discussion board postings, and finish quizzes and exams by the due dates.

If you do not participate in the course, you will be counted absent. Simply logging in is not enough; you must submit/complete an assignment, post to a discussion board, or other similar assignment tasks to avoid being counted absent. Instructors are required to submit attendance the Monday following each week of class.

This attendance is reported to the Financial Aid Department and may result in the loss of any financial aid refund you are expecting if you have not been participating in your courses. **In addition, you will be administratively dropped from the course if you are reported absent a total of three weeks.**

Grading/Evaluation:

| Assignment | Points Possible |
|---------------------------------|-----------------|
| Introduction Discussion | 10 |
| 1 Smart Goal | 10 |
| CPT Authorization Date | 10 |
| CPT and Maintaining Status Quiz | 20 |
| Self-Evaluation Evaluation | 20 |
| Reflection Forum | 15 |
| Save all documents quiz | 15 |
| Total: | 100 |

Trine Graduate Grading Scale:

| Grade | Percentage | Quality Points | Meaning of Grade |
|-----------|------------------------------|---|--------------------------------|
| A | 93-100 | 4.0 | Excellent |
| B+ | 86-92 | 3.5 | Very Good |
| B | 81-85 | 3.0 | Good |
| C+ | 75-80 | 2.5 | Above Average |
| C | 70-74 | 2.0 | Average (lowest passing grade) |
| F | 00-69 | 0.0 | Failure |
| S | 70-100 | Not figured into GPA | Satisfactory |
| U | 0-69 | Not figured into GPA | Unsatisfactory |
| I | Incomplete | Not figured into GPA | |
| IP | In Progress (grade deferred) | Not figured into GPA | |
| W | Withdrawal | Withdrawal before completion of 80% of semester | |

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|-----------|------------|---|--|
| WP | Withdrawal | Withdrawal after completion of 80% of semester issued only under special circumstances and with approval of the department chair/director | |
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Other Policies:

Academic Misconduct:

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

Plagiarism:

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

Artificial Intelligence (AI) is prohibited: All work submitted by students in this course must be generated by the student. Students may not have another person or entity contribute to an assignment for them, which includes using AI. Students may not incorporate any part of an AI-generated response in an assignment, use AI to formulate arguments, use AI to generate ideas for an assignment, or submit work to an AI platform for improvement. Using an AI tool to generate content may qualify as academic misconduct in this course.

Electronic Devices:

Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.