

ALD 118C • College-to-Career Co-op Internship Program

Instructor of Record: Dieter, Eric

Unique #: 09320

Semester: Spring 2019

Flags: None

Restrictions: None

Computer Instruction: No

Class Time and Location: Mondays, 4:00 – 5:00P in University Co-op Conference Room. The Co-op <universitycoop.com> is located at 2246 Guadalupe. When you arrive for the first class, ask a staff member on the first floor to direct you to the conference room. This is where we will meet each week of the semester.

Instructors: This course is taught by the staff of the University Co-op, including Marie Carroll, Vice President of Human Resources, and Cheryl Phifer, CEO. Dr. Eric Dieter represents the Longhorn Center for Academic Excellence.

Office Hours & Contact Information: Tuesdays & Thursdays, 2:00 – 3:30P in Student Services Building (SSB) 4.418. Map: maps.utexas.edu/buildings/UTM/SSB. Other times by appointment.

Course Website: Canvas, canvas.utexas.edu

If you need support using Canvas, please contact the professor, and visit utexas.instructure.com/courses/633028/pages/student-tutorials-homepage.

Course Description: The University Co-op and the Longhorn Center for Academic Excellence offers this two-and-a-half-year internship program to degree-seeking University of Texas at Austin students serious about gaining interactive experiences and mentorship opportunities aligned with their academic and professional goals. Students from all majors are encouraged to apply. First-generation college students are especially encouraged to apply. This ALD 118C course is the first step of this intensive and unique program. Completing the course is mandatory for continued participation in the internship. The purpose of this course is to prepare students to become productive and confident members of the University Co-op team, and eventually, dynamic and competitive professionals on the job market. Students in this course will shadow the thirteen departments within the University Co-op to better understand the operations, management, and communications of a large nonprofit corporation. Ongoing question-asking and reflection is expected.

Prerequisites: None.

Other Requirements: Application required, including cover letter, resume, and references. Applicants must be selected for participation in course and program. Participants must commit to two-and-a-half-year internship in its entirety, unless unforeseen circumstances arise. Participants must sign official offer letter and submit to a background check. Participants must comply with all University Co-op policies as outlined in the Employee Handbook.

Summer Employment: Interns have the opportunity to work at the Co-op during summers. Interns are encouraged to take advantage of this opportunity for summer employment, but it is not required. If you cannot work during the summer, please proactively discuss your situation with program staff. If you have other summer obligations, such as study abroad, please proactively discuss your situation with program staff. In most cases, we can work with you to fit summer employment around your other obligations. Summer employment can range from part to full time

(i.e., 20 to 40 hours per week), for either all or part of the summer. Not working during the summers will not diminish the value of the internship in any way. But, as is typically the case, employees with more experience may prove more competitive when seeking specific projects as the internship progresses. All interns are expected to return to the Co-op a few days before the beginning of the fall semesters for continuing training, and to prepare for the start-of-semester rush.

Course Texts: None for purchase. Readings available via the Canvas course site.

Course Outcomes:

In this course students will...

1. Learn the functions of the Co-op, and how those functions transfer to similar organizations.
2. Learn the values of the Co-op, and how those values transfer to similar organizations.
3. Reflect on their experiences to determine how best to meld their goals and the Co-op's needs.
4. Develop professional habits relating to communications, teamwork, customer service, etc.

Requirements & Grading: Students will write thirteen (13) weekly one-page reflections following a provided prompt. Students will also complete a final course project following a provided prompt. The final course project will require comprehensive reflection, forward-looking goal-setting, and working in groups. Throughout the semester, students are expected to engage the weekly discussions, both in class and via discussion boards. Grades are based on attendance and participation, **including shadowing appointments** (see below), (15%), weekly reflections (65%), and final project (20%).

All class writing must be word-processed and submitted electronically to Canvas. Please use double-spaced lines, one-inch margins, and Times New Roman, with font size 12. *Do not submit PDF files to Canvas.*

The final course grade will be calculated using the following algorithm:

$$(WR \times .65) + (FP \times .20) + (A\&P \times .15) = \text{final course grade}$$

This course follows UT's policy on grades, including the use of pluses and minuses when applicable. For details, see registrar.utexas.edu/students/grades.

This course does not have a final exam.

Shadowing Expectations: Students are expected to shadow all thirteen (13) departments throughout the semester, from weeks two to fourteen (no shadowing during week one). A pre-determined shadowing schedule will be provided to students; download schedule from Canvas. Students will shadow one (1) department each week. Students will shadow each department for two (2) hours. *Students are responsible for coordinating shadowing appointment times with appropriate Co-op staff.* **Each week's shadowing must be completed by Friday, 5:00P.** Weekly reflections are based on shadowing experiences, and are due Fridays by 11:59P.

Attendance: Attendance will be taken at the start of each class. Engaged participation is necessary and expected, and thus will comprise a percentage of the course grade. You are expected to attend

class and other appointments, to arrive on time, to prepare assigned reading and writing before class begins, and to participate in all in-class discussions and presentations and out-of-class shadowing. **You will fail the course after the third unexcused absence.** Students with perfect attendance (i.e., zero absences for semester, attending all shadowing appointments) receive maximum percentage on their participation grades.

The only excused absences are those taken for religious holy days, federal duties (e.g., jury duty or guard service), and limited official University business with advance notice. After the second undocumented absence, an online absence/failing report will be filed with the Office of the Dean of Students. By UT policy, you should notify us of a pending absence at least fourteen (14) days prior to the date of observance of a religious holy day. If you must miss a class and/or any attendant classwork in order to observe a religious holy day, we will give you an opportunity to complete the missed work within a reasonable time after the absence.

Excessive tardiness—chronically being more than five minutes late—will also adversely affect your grade. We will notify you if tardiness becomes a concern. Save any unexcused absences to use when you are sick, when you have an emergency, or, recognizing that you will have a heavy schedule to balance, when your schoolwork in other classes gets cumbersome. If you find that an unavoidable problem prevents you from attending class, please proactively discuss the situation with us. Usually we can work something out, but please keep in mind that this course meets only once per week; miss one week and you miss a lot.

Q Drop Policy: You can drop a course through the twelfth class day without penalty. If you need to drop a course after the twelfth class day, you will need to execute a Q-drop before the drop deadline, typically around the middle of each semester. Under Texas law, you are allowed only six Q-drops while attending college at any public institution in the state. For more information, please visit utexas.edu/ugs/csacc/academic/adddrop/qdrop. Dropping the course signals that you are declining to continue the internship.

University Writing Center: You are strongly encouraged to use the services offered by the University Writing Center. The UWC offers 45-minute, one-on-one consultations with UT students on any piece of writing. You may visit up to three times per assignment, and are encouraged to visit within forty-eight hours of the due date. The consultants are well trained, and the cost of the service is covered in your tuition. You can visit the UWC in either PCL 2.330 or the LCAE offices in SSB 4.400. If you wish to make an appointment, you may do so through either uwc.utexas.edu or 471-6222.

Sanger Learning Center: You are strongly encouraged to use the services offered by the Sanger Learning Center. The SLC offers classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for over seventy courses in fifteen subject areas. For more information, please visit utexas.edu/ugs/slc, call 471-3614, or drop by SLC in Jester A332.

Scholastic Honesty & UT's Honor Code: The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. For additional information on the Honor Code, see deanofstudents.utexas.edu/conduct/standardsofconduct.php.

Turning in work that is not your own, and any other forms of scholastic dishonesty, will result in

a major course penalty, possibly failure in the course. A report of the incident will also be made to the Office of the Dean of Students. Any work submitted by a student in this course for academic credit, then, will be the student's own work. For additional information on Academic Integrity, see deanofstudents.utexas.edu/conduct/processesandprocedures.php.

Personal Pronoun Preference: Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to instructors with the student's legal name. We will gladly honor your request to address you by a name different than what appears on the roster, and by the gender pronouns you use. Please advise us of this preference early in the semester so that we may make appropriate changes to our records.

Emergency: Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside. Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building. Students requiring assistance in evacuation shall inform their instructors in writing during the first week of class. In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: The University of Texas at Austin Police Department, or Fire Prevention Services office. Information regarding emergency evacuation routes and emergency procedures can be found at emergency.utexas.edu.

The **Behavior Concerns Advice Line** is a service that provides The University of Texas at Austin's faculty, students and staff an opportunity to discuss their concerns about another individual's behavior. If you have concerns, please contact the Behavior Concerns Advice Line (BCAL) at either besafe.utexas.edu/behavior-concerns-advice-line or 232-5050.

Self-Care: The Counseling and Mental Health Center (CMHC) provides counseling, psychiatric, consultation, and prevention services that facilitate students' academic and life goals and enhance their personal growth and well-being. If you need any services, please visit cmhc.utexas.edu or, from 8A to 5P, 471-3515. For 24/7 support, please call 471-CALL (2255). The CMHC is located on the fifth floor of the Student Services Building (SSB).

Documented Disability Statement: The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities from the Division of Diversity and Community Engagement's Services for Students with Disabilities. For more information, contact Services for Students with Disabilities, in the Student Services Building, at 471-6259 (voice) or 410-6644 (videophone), ssd@austin.utexas.edu, or visit diversity.utexas.edu/disability. Please advise us of any needed accommodations early in the semester so we can readily make appropriate arrangements.

Email: Email is an official means of communication at UT, and we will use this medium to communicate class information. You are therefore required to obtain a UT email account and to check it daily. All students may claim an email address at no cost by going to it.utexas.edu/services/email-calendar-collaboration.

Approval for Future Research: By remaining in the course, you give your consent to use any of your ALD 118C and subsequent internship work in any case studies and/or research projects we might undertake. If your work is used for research purposes, every effort will be made to notify you. Work will be used anonymously in almost all instances. Similarly, by remaining in the course,

you give consent to use your likeness, including photography and videography, in program promotions. If you do not want to provide this permission, but wish to remain in the course, please speak with us before we begin producing classwork.

Spring 2019 Syllabus

WEEK ONE | 28 January – 1 February

Welcome & Introductions

Tour of the Course: Policies, Syllabus, Reflections Prompt

Review Shadowing Schedule and Procedures

WEEK TWO | 4-8 February

Department Spotlight: The CEO

The Employee Handbook :: What's It's Purpose? What's It's Value?

Weekly Reflection 1 :: Due Friday, 8 February, 11:59P

WEEK THREE | 11-15 February

Department Spotlight: Human Resources

Weekly Reflection 2 :: Due Friday, 15 February, 11:59P

WEEK FOUR | 18-22 February

Department Spotlight: Store Management

Weekly Reflection 3 :: Due Friday, 22 February, 11:59P

WEEK FIVE | 25 February – 1 March

Department Spotlight: Course Materials

Weekly Reflection 4 :: Due Friday, 1 March, 11:59P

WEEK SIX | 4-8 March

Department Spotlight: Custom Publishing

Weekly Reflection 5 :: Due Friday, 8 March, 11:59P

WEEK SEVEN | 11-15 March

Department Spotlight: Merchandising

Weekly Reflection 6 :: Due Friday, 15 March, 11:59P

SPRING BREAK | 18-22 March

WEEK EIGHT | 25-29 March

Department Spotlight: Visual Merchandising

Weekly Reflection 7 :: Due Friday, 29 March, 11:59P

WEEK NINE | 1-5 April

Department Spotlight: Marketing

Weekly Reflection 8 :: Due Friday, 5 April, 11:59P

WEEK TEN | 8-12 April

Department Spotlight: Website

Review Final Project Prompt

Weekly Reflection 9 :: Due Friday, 12 April, 11:59P

WEEK ELEVEN | 15-19 April

Department Spotlight: Web Fulfillment

Weekly Reflection 10 :: Due Friday, 19 April, 11:59P

WEEK TWELVE | 22-26 April

Department Spotlight: Distribution Facility

Weekly Reflection 11 :: Due Friday, 26 April, 11:59P

WEEK THIRTEEN | 29 April – 3 May

Department Spotlight: Management Information Systems

Weekly Reflection 12 :: Due Friday, 3 May, 11:59P

WEEK FOURTEEN | 6-10 May

Department Spotlight: Finance

Weekly Reflection 13 :: Due Friday, 10 May, 11:59P

Next Steps & Course Evaluations

Final Project :: Due Wednesday, 15 May, 5:00P