

6943 Professional Internship Course Syllabus

Instructor of Record: Dr. Gayle Nicoll
Office: MNT 1.122D
Telephone: 210 458 3012
Email: gayle.nicoll@utsa.edu

Catalogue Description

6943 Professional Internship

3 hours credit. Prerequisites: Graduate standing, 18 semester credit hours of graduate work, and consent of instructor. Supervised professional practice experience with public agencies or private firms.

Individual conferences and written reports required. May be repeated for credit, but not more than 6 hours will apply to the Master of Architecture degree or the Master of Science degree.

This Syllabus is provided for informational purposes regarding the anticipated course content and schedule for this course. It is based upon the most recent information available on the date of its issuance and is as accurate and complete as possible. I reserve the right to make any changes I deem necessary and/or appropriate. I will make my best efforts to communicate any changes in the syllabus in a timely manner. Students are responsible for being aware of these changes.

Course Objective

The Internship Programs are a formalized mechanism for better coordinating the placement of deserving interns within local, regional, and even international host firms. We believe that our students benefit from cultivating a strong and cooperative relationship with the practicing design community, while participating host firms are assured of a more consistent pool of serious internship candidates that have greater incentive to succeed given this program's oversight encouragement from both program instructor and host firm mentor.

Textbook

No textbook is required for this course. Students are encouraged to refer to:
The Architect's Handbook of Professional Practice – Student Edition, Third Edition, The American Institute of Architects.

Course Requirements and Policies

Key attributes of the collaborative process of professional practice, which includes professionalism punctuality, willingness to learn, performance of assigned tasks and the exchange of ideas in a respectful manner.

Attendance

This is a non-classroom course but students are expected to work 20 hours per week for fifteen weeks (300 hours) to earn course credit. The student and employer may vary weekly work hours throughout the course of the internship by mutual agreement but the student must compile a total of 300 hours of internship work to earn course credit.

Late Submittals

Weekly submissions of daily logs and weekly reports must be submitted to the faculty instructor by the Tuesday following the week that the logs and report pertain to. Students are to email the reports/logs to gayle.nicoll@utsa.edu

Evaluation of Student Work

Journal of Activities	20%
Midterm Evaluation of Production Contributions	30%
Final Evaluation Report of Production Contributions	45%
	100%

The following is the general meaning of letter grades used for evaluation of course work

A	(90% to 100%)	Excellent performance and level of individual initiative exhibited.
B	(80% to 89%)	Good performance and level of individual initiative exhibited.
C	(70% to 79%)	Lacking in accomplishment with questions persisting regarding commitment and/or ability.
D	(60% to 69%)	Minimum merit

Submittal Topic	Work Product	Submission Due
I. Journal of Activities (20% of grade)	1. Copies of daily work log sheets denoting work assignments. (student to prepare log sheets or provide scanned time sheets)	weekly submission via email
	2. Brief written self-assessment report of weekly work experiences. (constructively characterizing one's contribution to project assignments)	see attached Template at end of syllabus
Student must submit fifteen weeks (300 hours) of daily work logs and weekly reports		
II. Documentation of Production Contributions (Demonstration of work assignments attesting to participant development & accomplishment) (30% of grade)	1. Preliminary representation of work products and brief oral presentation of experiences made to faculty instructor. This may be accomplished either through in-house review of work at host firm location or (with host firm approval) submitted examples of work product in a report form.	at mid-point of Internship
	2. Final representation of involvement in any and all aspects of work place production experiences. Written report of internship work experiences	conclusion of Internship
III. Mentor Comments 1. (written form filled out by your workplace supervisor for discussion purposes)	Verbal appraisal from Office Supervisor of intern's (discussion prior or at time of Midterm review by faculty instructor)	at mid-point of Internship
	Supervisor's comments relative to intern's accomplishments (mentor comment form provided by instructor)	conclusion of Internship
(Mentor's comments is not directly factored into grade calculations but is a point of discussion and assessment by faculty instructor with the Documentation of Production Contribution grade)		

Commitment of Student Intern:

Agreeing to participate in this Internship Program should be viewed as a serious commitment to the launching of one's career, and therefore an important responsibility of one's time allocations and work efforts throughout the duration of an internship. This said, interns will be encumbered to fulfill employment duties and minimum lengths of internships within the management framework of each host company environment.

While official internship course credit evaluations and corresponding grade assessments will be the responsibility of the designated faculty instructor, it is important for student interns to understand that individual employment performance feedback and related compensation determinations will be the responsibility of a host company supervisor.

Commitment of Host Office:

Despite the College's policy of neutrality when it comes to host company's intern hiring practices, it is important to note that the College expects that students officially enrolled in the Internship Program shall be appropriately compensated for their employment and that interns be extended the rights and respect due any employee within a professional business setting.

It is important to emphasize that host office personnel will not be burdened with the responsibility of documenting an intern's work experiences or developmental progress other than a verbal discussion with the faculty instructor prior or at the time of the midterm review and at the end of an intern's employment. Daily and weekly recording keeping of work experience will be the duty of the student intern.

Premature Internship Termination:

In the event that a host company decides to terminate an internship prior to its anticipated conclusion, the faculty instructor should be immediately advised of the circumstances surrounding the termination in order to take whatever steps are necessary relative to the course credit hours that might be placed in jeopardy. In like manner, should a student initiate internship job termination prematurely, the student shall seek the council of the Internship faculty concerning the implications this action might have on the integrity of course credit.

Academic Dishonesty: Academic dishonesty is a serious matter that will not be tolerated in this course. Any such incident will result automatic failure in the project or assignment involved. Please refer to the official UTSA Scholastic Dishonesty Policy available for view in the current university catalogue.

Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provide reasonable accommodation related to a disability, please make an appointment to discuss your needs.

Drop or Withdrawal Policy

It is the student's responsibility to drop or withdraw from the course prior to the due date set by the University's regulations.

CSM 6943 Professional Internship

Student to submit completed weekly report of duties along with a daily log/ or scanned time sheets) no later than the Tuesday following the week recorded to gayle.nicoll@utsa.edu

Weekly Report of Activities

Week of:

Intern Name:

Company:

Daily Work Assignments:

<u>Day</u>	<u>General Description of Work Activity</u>	<u>Hours</u>
Monday		

Tuesday

Wednesday

Thursday

Friday

Additional Information

Brief Summary of Weekly Work Experiences:

Total Hours Worked _____

Self Assessment of Office Insights and/or Skills Gained in the Course of the Week: