Instructor
Erich Connell
118 College Drive, Box #5138
Hattiesburg, MS 39406
Chain TEC Building, Office #242
Phone: 601.266.6782
Fax: 601.266.5717
Email: Erich.Connell@usm.edu
Website: www.usm.edu/construction

Office Hours
Office hours are used to communicate with the instructor when needed. I will be available on Tues., Wed., and Thurs. from 1:30-2:30 pm.

Prerequisites
None

Credit Hours
1 credit hour

Course Description
A minimum of 300 total hours of internship under the direct supervision of industrial professionals in collaboration with Southern Miss faculty.

Course Overview
An internship is a cooperative relationship between a student and an industry professional in which the intent is to mutually benefit all parties. Students are expected to conduct themselves in a professional manner as they work with an A/E/C organization. The work experience is expected to be related to the degree the student is pursuing and are required to work under the direct supervision of a working professional within the organization while remaining in contact with the instructor of record during the internship semester. The School of Construction and Design appreciates all participant’s involvement in the professional development of our students at the University of Southern Mississippi.
Course Outcome(s)

- Learn the organizational structure of the host organization
- Identify functional roles (tasks, responsibilities) of industry based on the internship role within the organization
- Gain practical experience related to your degree within from the organization
- Satisfactorily perform entry-level duties associated with the internship asked of you by the organization
- Demonstrate verbal and written communication proficiency
- Identify skills to improve for personal and professional growth
- Submit 100% of the deliverables required of the Internship course

Course Communication

The primary mode of communication will be via USM e-mail. The instructor will check email regularly, and you should receive a response within 48 hours of sending the e-mail. Proper email etiquette is expected; professional communication language is required. If you experience technical problems, contact Carlos Sterling at 601.266.4305 or at Carlos.Sterling@usm.edu. If the instructor has not responded to your communication, you should contact the School of Construction + Design’s main office for assistance.

Students are required to place in the “subject box” of the email communications, “AEC 496” followed with your last (family) name.

Recommended Text(s) and Readings, Materials

Leadership and Self Deception – Arbinger Institute

Technology Requirements

You are expected to be able to use Microsoft Word and Adobe Reader in order to complete assignments. Ensure that you always maintain a backup and complete work well in advance of the deadline.

Class Procedures and Requirements

See Class Schedule at the end of this document for detailed information regarding course requirements. The course requires that students submit (1) an internship agreement form, (2) LinkedIn Assignment, (3) Weekly Activity Logs, (4) Intern Experience Essay, and (5) Supervisor Evaluation of Intern.

Failure to submit a signed internship agreement form within the first week of the course will result in a grade of “F” for the course.
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Grading Scale</th>
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</thead>
<tbody>
<tr>
<td>Item</td>
<td>Percent</td>
</tr>
<tr>
<td>Internship Agreement Form</td>
<td>10%</td>
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<tr>
<td>LinkedIn Assignment</td>
<td>10%</td>
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<tr>
<td>Weekly Activity Logs</td>
<td>50%</td>
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<tr>
<td>Intern Experience Essay</td>
<td>10%</td>
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<tr>
<td>Supervisor Evaluation of Intern</td>
<td>20%</td>
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90-100  A
80-89   B
70-79   C
60-69   D
0-60    F

Late Assignments and Activity Logs
All assignments/activities are due at the time and date stated on the schedule included in the syllabus submitted on the student learning platform (CANVAS).

Academic Honesty
The following is from the USM Undergraduate Bulletin: “When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, and/or expulsion. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.”

School of Construction and Design policy: Falsifying any internship activity or documents constitutes academic dishonesty and failure in the course.

Academic Integrity
All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):
1. Cheating (including copying from others’ work)
2. Plagiarism (representing another person’s words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of “XF” for the course, which will be on the student’s transcript with the notation “Failure due to academic misconduct.” For more details, please see the University’s Academic Integrity Policy. Note that repeated acts of academic misconduct will lead to expulsion from the University.
Mental Well-Being Statement
Southern Miss recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601.266.4829. More information is also available at www.usm.edu/student-counseling-services. All students are eligible for free, confidential individual or group counseling services. In the event of emergency, please call 911 or contact the counselor on call at 601.606.HELP (4357).

ADA Policy
If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:
The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001
Voice Telephone: 601.266.5024 or 228.214.3232 Fax: 601.266.6035
Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or email ODA at oda@usm.edu.
**Class Schedule:** This is a tentative schedule and is subject to change. If any changes are necessary, the new schedule information will be announced in Canvas.

<table>
<thead>
<tr>
<th>Week / Date (2018)</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>WK 1: Aug. 31</td>
<td>Syllabus Review, Internship Agreement Form Due: 9/7/18</td>
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<tr>
<td>WK 2: Sept. 7</td>
<td>Weekly Activity Log, LinkedIn Assignment Due: 9/14/18</td>
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<tr>
<td>WK 3: Sept. 14</td>
<td>Weekly Activity Log (end of work week)</td>
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<td>WK 4: Sept. 21</td>
<td>Weekly Activity Log (end of work week)</td>
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<td>WK 5: Sept. 28</td>
<td>Weekly Activity Log (end of work week)</td>
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<tr>
<td>WK 6: Oct. 5</td>
<td>Weekly Activity Log (end of work week)</td>
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<td>WK 7: Oct. 12</td>
<td>Weekly Activity Log (end of work week)</td>
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<tr>
<td>WK 8: Oct 19</td>
<td>Weekly Activity Log (end of work week)</td>
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<td>WK 9: Oct. 26</td>
<td>Weekly Activity Log (end of work week)</td>
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<tr>
<td>WK 10: Nov. 2</td>
<td>Weekly Activity Log (end of work week)</td>
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<tr>
<td>WK 11: Nov. 9</td>
<td>Weekly Activity Log (end of work week)</td>
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<tr>
<td>WK 12: Nov. 16</td>
<td>Weekly Activity Log (end of work week)</td>
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<tr>
<td>WK 13: Nov. 23</td>
<td>Intern Experience Essay Due: 11/23/18</td>
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<tr>
<td>WK 14: Nov. 30</td>
<td>Supervisor Evaluation of Intern Due: 11/30/18</td>
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</tbody>
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All assignments are due on Sunday at 11:59pm CDT of each respective week.