COURSE SYLLABUS

Instructor
- Jessica Hardy
- 118 College Drive, Box #5138
  Hattiesburg, MS 39406
- Bobby Chain TEC Building, Office #238
- Phone: 601.266.5155
- Fax: 601.266.5717
- Email: JL.Hardy@usm.edu
- Website: usm.blackboard.com

Fall Office Hours
- Monday { 1-3 }
- Wednesday { 1-3 }
- Thursday { 1-3 }
- Because of my duties associated with recruitment and industry outreach, it is best to schedule an appointment during office hours, if needed.

Dates to Remember
- January 24th: last day to drop the class without Academic or Financial Penalty.
- Visit the Fall 2016 Academic Calendar for other important dates:
  usm.edu/registrar/calendars

Prerequisites
- None

Credit Hours
- 3 credit hours

Course Description
- A minimum of 400 hours of internship under the direct supervision of industrial professionals in collaboration with Southern Miss faculty.

Course Overview
- Students are expected to work in an A/E/C company under the direct supervision of an industry professional. The work experience must be directly related to the degree that the student is pursuing. The students should work at the host company’s office or in the field combining the knowledge gained in the classes with new experiences obtained during the internship. The student shall maintain direct and continuous contact with the faculty at Southern Miss to demonstrate progress, accomplishments, and experiences.
Course Outcome(s)
- Recognize the functional areas (structure) of the host organization
- Identify functional roles (tasks, responsibilities) in industry and the intern’s functional role within the host organization
- Describe the work flow processes and documentation associated with internship
- Gain 400 contact hours of practical experience at a host company
- Satisfactorily perform entry-level duties associated with the intern’s role in the host company
- Identify ethical situations and dilemmas observed during the internship
- Demonstrate verbal and written communication proficiency
- Identify skills to improve time management.
- Submit 100% of the deliverables required by the established deadlines

Course Communication
- The primary mode of communication will be via e-mail. The instructor will check email regularly, and you should receive a response within one business day of successfully sending the e-mail. Proper email etiquette is expected; if appropriate collegiate-level language is not used, you will not receive a response. In the event that you experience technical problems or the instructor is unable to respond due to extenuating circumstances, you are encouraged to contact the School of Construction main office staff for assistance.

- Students must originate emails from their campus email address. Subject headings for all email should begin with “AEC 496”.

Required Text (s) and Readings, Materials
- None

Technology Requirements
- You are expected to be able to use Microsoft Word, Excel, and Power Point in order to complete assignments. Because hardware and software failure can occur and many times does so unannounced and close to a deadline---please ensure that you always maintain a backup and complete work well in advance of a 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 an agreement form, surveys, reports, and other items to document the internship experience.
Evaluation Criteria | Grading Scale
---|---
Internship Agreement Form | 10% | 90-100 | A
First Impressions Report | 20% | 80-89 | B
Weekly Surveys | 40% | 70-79 | C
Final Thoughts Report | 20% | 60-69 | D
Student Intern Survey | 10% | 0-60 | F

Late Assignments or Projects
- All assignments are due at the time and date stated on the schedule included in the syllabus. When an assignment or exam is missed, the student is responsible for providing an explanation to faculty. A verified excuse must be obtained from The Office of Student Oriented Services in RC Cook Union 221.

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.

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 Suzy Hebert at Suzanne.Hebert@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 Blackboard.

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>1 / Jan. 18</td>
<td>Settle into new position</td>
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<tr>
<td>2 / Jan. 23</td>
<td>Internship Agreement (Due 1/29)</td>
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<tr>
<td>3 / Jan. 30</td>
<td>First Impressions Report (Due 2/5)</td>
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<tr>
<td>4 / Feb. 6</td>
<td>Weekly Survey</td>
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<tr>
<td>5 / Feb. 13</td>
<td>Weekly Survey</td>
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<tr>
<td>6 / Feb. 20</td>
<td>Weekly Survey</td>
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<tr>
<td>7 / Feb. 27</td>
<td>Weekly Survey</td>
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<tr>
<td>8 / Mar. 6</td>
<td>Weekly Survey</td>
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<tr>
<td>9 / Mar. 13</td>
<td>Weekly Survey</td>
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<tr>
<td>10 / Mar. 20</td>
<td>Weekly Survey</td>
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<tr>
<td>11 / Mar. 27</td>
<td>Weekly Survey</td>
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<tr>
<td>12 / Apr. 3</td>
<td>Weekly Survey</td>
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<tr>
<td>13 / Apr. 10</td>
<td>Weekly Survey</td>
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<tr>
<td>14 / Apr. 17</td>
<td>Weekly Survey</td>
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<tr>
<td>15 / Apr. 24</td>
<td>Final Thoughts Report (Due 4/30)</td>
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<tr>
<td>16 / May 1</td>
<td>Student Intern Survey (Due 5/7)</td>
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<td>Student Evaluation by Supervisor (Due 5/7)</td>
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Weekly Surveys are due at midnight on Sunday of the corresponding week.