Management 4800
Internship
Fall 2026

Professor: April Kuykendall
Office: Business Leadership Building: 385D
Phone: 940-565-4710 or 940-390-7447
E-mail: aprilk@unt.edu ***BEST WAY TO REACH ME
** (include MGMT 4800/5800 in Subject line of e-mail)
Office Hours: Monday 8:00-10:00am
or by appointment

Internship Coordinator: Georgia Weeks
Office: Business Leadership Building: 195D
Phone: 940.369.8656
E-mail: Georgia.Weeks@unt.edu

We will **NOT** use Messaging on Canvas. You **MUST** email me directly at the UNT email above.

Be sure to include MGMT 4800/5800 in the Subject Line

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

Required Material

An approved College of Business Internship

Course Description:

Supervised work in a job related to student's career objective.

Course Requirements:

- Obtain a copy of the current course syllabus
- Complete the Learning Objectives in Handshake
  - You will receive an email providing a link to complete this information
  - Please consult with your work supervisor and the instructor of record to ensure that they are both aware and involved in the learning objectives
- Hours Required: Minimum of 240 Hours
- Weekly Reports: (See format details below)
- Student & Employer Evaluations
- End of Semester Report: 3-5 pages double spaced (See details below)
- Special Instructions: All paperwork is turned in via Handshake or Canvas

NOTE: Communication with students and supervisor throughout the semester depend on the correct information being available in Handshake and Report An Intern. Assuring the information is correct is the

student's responsibility. If information is not up-to-date and reports or assignments are not completed it may result in an incomplete or non-pass.

Weekly Report

Each Monday by 5:00pm throughout the semester submit a 1 paragraph summary of your major responsibilities for the week and the hours that you worked via Canvas: (See example below)

Name:
Company
Job Title:
Summary of Hours for week of:

- **Monday**
- **Tuesday**
- **Wednesday**
- **Thursday**
- **Friday**

TOTAL Hours for Week:
Summary Paragraph:

End of Semester Final Report

The Final Report must be:

- 3-5 typed, double-spaced pages
- 1" margins (top, bottom, left, right)
- Times New Roman 12 point font.
- In the Report you should:
    - Describe the work you preformed, elaborating on the details that relate to your major.
    - Discuss how well you were able to accomplish the Learning Objectives you set at the beginning of the semester.
    - Explain what you learned from this experience (include any special training or seminars provided by the employer).
    - Discuss how well you were prepared, academically, for this position.
    - Discuss any weaknesses in your academic preparation for this position.
    - Discuss how this experience will affect your career.

UNT Career Center Information:

The UNT MGMT 4800/5800 Internships Course Packet/Syllabus is provided to all students who seek credit for their internships. While the Career Center does not award academic credit, they do assist faculty supervisors by maintaining the paperwork for those work experiences.

Student and Employer Evaluations

Both the **Student Evaluation and Employer Evaluation** must be completed prior to the published deadlines. Students will be emailed the link to the student evaluation prior to the due date. Please make sure we have your preferred email in Handshake (you can login to the Handshake via your MyUNT account). Your company supervisor will be emailed the link to the employer evaluation. Please make sure we have your supervisor's correct email (this is especially important if you change supervisors after beginning your internship.

*****The instructor reserves the right to make changes to this syllabus, if needed.**

ON-SITE VISIT

As time permits, it is possible that an internship coordinator may conduct an on-site evaluation visit. The internship coordinator will schedule a day and time with your company supervisor and (if at all possible) you. The primary purpose of this visit is to discuss the employer's overall satisfaction with your performance and progress. Additionally, the internship coordinator visits the workplace in order to maintain and improve the working relationship between UNT and the employer.

SUCCEED AT UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent.

To learn more about campus resources and information on how you can achieve success, go to succeed.unt.edu.

Academic Integrity Policy

Academic dishonesty includes cheating and plagiarism.

The term "cheating" includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff of the university.

The term "plagiarism," includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other materials. (Source: Code of Conduct and Discipline at the University of North Texas)

For more information on academic dishonestly and academic integrity please see the following link: http://vpaa.unt.edu/academic-integrity.htm

If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, the case will be referred to the Office of the Provost and Vice President for Academic Affairs for appropriate disciplinary action. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

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Note: You are responsible for all announcements made through Canvas. Changes in the syllabus will be made at my discretion.

COLLEGE EMERGENCY EVACUATION PROCEDURES:

Severe Weather: In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire: In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)

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Tentative Course Schedule

The following schedule provides guidelines for MGMT 4800/5800. Depending on circumstances, we may deviate from the schedule occasionally. If such changes occur, they will be announced in class and through Canvas.

Week	Day/Date (11:59pm)	Date	Topics
Week 1	Monday	August 17	**First Day of Class;** Class overview
Week 2	Monday	August 24	Weekly Report Due
Week 3	Monday	August 31	Weekly Report Due
Week 4	Monday	September 7	**Labor Day – UNT Closed**
	Tuesday	September 8	Weekly Report Due
	Friday	September 11	**Learning Objectives Due (Canvas)**
Week 5	Monday	September 14	Weekly Report Due
Week 6	Monday	September 21	Weekly Report Due
Week 7	Monday	September 28	Weekly Report Due
Week 8	Monday	October 5	Weekly Report Due
Week 9	Monday	October 12	Weekly Report Due **Mid-Term Employer Evaluation (Handshake)**
Week 10	Monday	October 19	Weekly Report Due
Week 11	Monday	October 26	Weekly Report Due
Week 12	Monday	November 2	Weekly Report Due
Week 13	Monday	November 9	Weekly Report Due
Week 14	Monday	November 16	Weekly Report Due
Week 15	Monday	November 23	Weekly Report Due
Week 16	Monday	November 30	Weekly Report Due **Student Evaluation (Handshake)** **Employer Evaluation (Handshake)** **End of Semester Report (Canvas)**
Week 17	Monday	December 7	Weekly Report Due

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