

**University of North Texas
College of Merchandising, Hospitality & Tourism**

CMHT 4790 – Fall 2015

**Merchandising & Digital Retailing Internship
Non-Resident Syllabus (Internship more than 90 miles from UNT-Denton Campus)**

Instructor	Mrs. Dee Wilson, M.Ed.
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Office Hours	Mondays: 10:00am-12:00pm Thursdays: 1:30pm-3:30pm (or by appointment)

Class Web Site: <https://learn.unt.edu>. This websites contains all of the course materials for the Internship class. Included for your reference are the syllabus, guidelines for assignments, weekly log forms, student evaluation forms, and final grade requirements.

Description:

3 hours. Supervised work experience in businesses, agencies, or institutions as related to major field. Each semester credit hour requires a minimum of 100 hours of work experience. Course requirements include Internet-based assignments, educational activities, and scheduled lecture times on campus. A student may not enroll in more than four additional classes during either long term/semester (fall/spring). During the combined summer sessions, students may not be enrolled in more than 12 total hours including CMHT 4790. All students must attend a pre-internship orientation the semester prior to enrolling in CMHT 4790.

Prerequisite(s):

Major in the College of Merchandising, Hospitality & Tourism; minimum overall GPA of 2.25 (catalogs fall 2012 & prior) or 2.5 (catalogs fall 2013 & after) in major and overall; completion of MDSE 3790 and 3510 with a "C" or better along with 24 additional merchandising hours with a "C" or better; active UNT computer account; advanced standing in major; and consent of instructor.

Course Objectives:

1. To assess the business practices observed in the merchandising industry.
2. To observe and participate in the application of management principles and concepts.
3. To better understand policies and philosophies of different types of employers and of specific firms.
4. To develop an awareness of the scope of jobs available within the field of merchandising and to acquire competencies directly related to merchandising jobs.
5. To develop a "professional" approach to the merchandising field.
6. To create a climate conducive to the free exchange of ideas among students, supervising faculty and merchandising management personnel.

Approval Requirements

1. Students must maintain employment throughout an entire semester with the same employer (15 weeks during the long term/10 weeks during the summer term). If a student does not complete the required weeks in a fall, spring, or summer session, their final grade will be dropped by one letter grade.
2. Each semester credit hour requires a minimum of 100 hours on the job. This equates to 300 hours (20 hours per week during the fall or spring semester for each of the 15 weeks/ 30 hours per week during the summer for each of the 10 weeks). Students must work a minimum of 300 hours during the required internship period. If a student does not complete or provide official documentation for their 300 hour requirement, a grade of "F" will be received for the internship course.
3. All students enrolled in CMHT Internship (Non-resident), CMHT 4790, must have a computer e-mail account that is compatible with the UNT computing system and internet access. Students must access the online Blackboard class weekly. E-mails to students and other information will be posted in Blackboard regularly.
4. Students approved for an off-campus internship (more than 90 miles from the UNT-Denton campus) must meet with the instructor prior to the onset of the semester to go over class expectations and assignments. In lieu of the faculty site visits, frequent contact with employee supervision will be handled via telephone, fax, or e-mail.

Supervision:

1. At the onset of the semester, the faculty member will notify the employer of the student's intent to complete internship through a formal letter, e-mail, or telephone contact.
2. Each student should be evaluated by one unit supervisor. The name of the supervisor must be given to the instructor by the end of the first week of class. It is the student's responsibility to provide two evaluation instruments to his/her employer, collect and deliver them to the instructor in a timely manner.
3. Unless the instructor has approved the change, students must not change employment during their internship. In the event a student must terminate employment, two weeks notice should be given and the instructor notified prior to the notice. If a student quits an internship without approval from the instructor, a final grade of "F" will be received for the internship course.
4. To verify employment hours, students must complete a weekly work log (not official record for hours worked). Additionally, students are to submit copies of all their

payroll stubs to verify hours worked. If the internship is unpaid, students are to have their supervisor complete the Unpaid Internship: Supervisor Verification of Complete Hours form.

5. The faculty supervisor may make at least one phone visit per semester to discuss with the company representative the student's progress, future intern and career opportunities, and involvement with the university.

Assessment:

13. Field experience is a work experience requiring work related assignments. These assignments are designed to give students a greater insight into the merchandising industry and better prepare them to assume a position upon graduation. All reports and assignments will be retained by the instructor.
14. Students are expected to exhibit the same level of responsibility and dependability toward their class work as toward their job. The student must receive a satisfactory rating from their supervisor in order to pass the course.

Student Responsibilities:

1. At the beginning of the semester, please provide your supervisor with the following documents: **Midterm and Final Evaluation Forms**
2. On-line participation is **REQUIRED**.
3. Reports, assignments and all logs are to be typed. Handwritten assignments will not be accepted and will result in a "0". Reports should be carefully written and proofread prior to submission. Reports should be written so they make sense without having to refer back to the assignment sheet. Make a copy of the report and all assignments for your records. It is the student's responsibility to ensure that all assignments are properly submitted by the due date assigned.
4. All assignments are due as indicated on the online course calendar and in this syllabus. **Late assignments will drop 10% each calendar day they are late. There are no exceptions!!! Blackboard Learn records the exact time your paper is submitted. Not completing a major assignment can majorly affect your final grade.**
5. All assignments are to be turned in on standard size paper. Write the report according to the prescribed outline and instructions.
6. All assignments must be typed. Papers should be double spaced. Use 1 inch margins on all four borders. Indent 5 spaces for each paragraph. Use a font size no larger than 12.
7. Spelling, grammar, preciseness of language, conciseness of thought, your grasp of the English language and organizational appearance are important in business and therefore important for grading purposes in this class. Sloppy papers that have pencil or pen corrections, numerous misspelled words or poor grammar are not acceptable.
8. When submitting e-mail, always use the Blackboard tool. Please use the appropriate subject heading as indicated by your instructor. **Points will be deducted from assignments that are not appropriately labeled.**
9. When you use other sources, include them in a bibliography. All direct quotations and paraphrased thoughts must be referenced in the text and cited in the bibliography. Use the reference and citation style described in the APA publishing manual. In a properly referenced paper, a reader should have little difficulty using

your citations to track down the original source of your direct quotations, key definitions and major concepts.

Sample APA Citations:

Journal Article

Herman, F.A. & Colleen, T.P. (1986). Ethics in business instruction. Clothing and Textiles Research Journal, 27 (2), 49-52.

Book

Naisbett, J. (1981). Megatrends: Ten new directions transforming our lives. New York: Warner Books.

Academic Dishonesty:

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook. Anyone practicing scholastic dishonesty will receive a grade of zero for the test/assignment and may be subject to University of North Texas disciplinary procedures.

Policy on Safety:

Students may be exposed to certain hazards as they serve as interns in the merchandising industry. These hazards or risks are inherent in most jobs, (i.e., lifting merchandise, maintenance, travel, etc). While working at the internship site, students are expected and required to identify and use proper safety guidelines in all their work activities. Adherence to employer safety rules and policies is expected.

Merchandising students are required to enroll in CMHT 4790 toward the end of their studies at the University of North Texas. This gives the students an opportunity to complete most of the merchandising courses prior to taking the internship class. Hence, they have been exposed to a variety of measures to reduce hazards and can make direct application of these skills in the workplace. If the student feels that there is a significant workplace hazard at the internship site, he or she should report the hazard to the supervising instructor. If deemed necessary, the instructor can request that a student transfer to a new assignment.

Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in the internship. All students are encouraged to secure adequate insurance coverage in case of accidental injury. Students who do not have insurance coverage already should consider obtaining the Student Health Insurance offered through the University of North Texas. Brochures for this insurance program are available at the Student Health Center on campus. Students who are injured at the internship site should immediately notify their employer and follow all company safety rules and policies.

All students are required to sign the Safety Policy Form indicating that they have read and understand the policy on the first class day.

Disability Provisions:

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

Dropping an Online Course:

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have**

been dropped from the course with a “W”. If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

Grade Determination:

The student is not given a grade in CMHT 4790 just for working in a merchandising position and doing his/her job. Field experience is a work experience requiring work-related assignments. These assignments are designed to give the student greater insight into merchandising and better prepare him/her to assume a position upon graduation. Your final class grade will be based on the following.

Assignment	Points	Due Date
Student Registration Form	5	Friday, August 28
Safety Form	5	Friday, August 28
Distributed Learning Report Form	5	Friday, August 28
Weekly Time Logs (15)	150	Due every Tuesday by 11:59pm
Job Objectives Assignment	50	Friday, September 11
Employer Mid-Term Evaluation	100	Tuesday, October 13
Trend Report	60	Sunday, November 1
Personal and Company Assessment Paper & Forum Discussion	105	Paper: Sunday, November 22 Forum: Mon, Nov 23 – Wed, Nov 25
Employer Final Evaluation	100	Tuesday, December 8
TOTAL POINTS	580	

All assignments are due by date listed by 11:59pm according to Central Standard Time (Texas time).

Mid-Term Hours documentation will be due on Tuesday, October 13. Final Hours documentation will be due on Tuesday, December 8. It is the student’s responsibility to ensure that this documentation has been turned in to the internship instructor by the due date.

A- 90-100% B- 80-89% C- 70-79% D- 60-69% F- below 60%

It is the student’s responsibility to ensure that all assignments are turned in on the designated due date in the appropriate format.

A student’s final grade will be determined by the total points earned from assignments, completion of the required 300 hours and completion of the required weeks in a semester. Additional assignments will not be provided to bring up a student’s final grade.

Additional Information Regarding Grading Procedures:

The student must receive a satisfactory rating from their supervisor in order to pass the

course. Students are expected to receive good evaluations from employers. A good/outstanding evaluation will not make up for assignments that are not handed in; however, a poor evaluation will lower the student's course grade. If an evaluation rating is unacceptable or if the student is terminated from his/her job, the course grade will automatically be an "F."

Students are not given an "A" in CMHT 4790 for completing their internship hours. Any student who does not submit a major assignment (Weekly Logs, Objectives, Trend Report, and Personal and Company Assessment) will not receive an "A" in the course. CMHT 4790 is a rigorous course with high standards.

If a student misrepresents the hours worked and/or does not work a minimum of 300 hours, they will receive an "F" in the course. Official company documentation must be provided that proves a student has completed a minimum of 300 hours.

Students are to all retain all payroll stubs that shows the total hours and weeks worked. A copy of each payroll stub should be submitted in chronological order beginning with the first week of the internship experience through the final required work week for the semester. If you are in an unpaid internship, your supervisor should complete the Unpaid Internship: Supervisor Verification of Completed Hours form. These must be turned in as indicated on the Course Calendar. If a student does not complete or provide official documentation for their 300 hour requirement, a grade of "F" will be received for the internship course.

Academic Organizational Structure:

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, you should start with your **individual faculty member and/or advisor** who will then help you navigate the Chain of Command shown below:



Academic Requirements:

- Students majoring in Merchandising, Digital Retailing, and/or Home Furnishings are required to have a minimum grade point average of at least 2.50 on all courses completed at UNT

beginning in fall 2013. First term/semester transfer students must have a transfer grade point average of 2.50.

- A grade of C or above must be earned in each merchandising, digital retailing, home furnishings and hospitality management course completed in residence or transferred to UNT.
- Academic requirements for graduation with a BS in Merchandising, Digital Retailing, and/or Home Furnishings from the College of Merchandising, Hospitality & Tourism (CMHT) include:
 - A minimum GPA of at least 2.50 on all courses completed at UNT.
 - A grade of C or above must be earned in each merchandising course completed in residence or transferred to UNT. This includes all courses with prefixes CMHT, MDSE, HFMD, DRTL and HMGH.
 - A minimum of 2.50 GPA in all work attempted, including transfer, correspondence, extension and residence work.

For additional information regarding requirements and policies, refer to the 2015-2016 Undergraduate Catalog.

Academic Advising:

- The CMHT Advising Staff recommends that students meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis.
- **Departmental Contact Information (Chilton Hall 385 940-565-4635):**

CMHT Advising Director	Kelly Ayers (HFMD & DRTL)
Advisor	Brittany Barrett (MDSE L-Z)
Advisor	Shannon Selby (MDSE A-K)
- Please check prerequisites carefully prior to enrolling in courses. Students **MUST** complete all prerequisite courses before enrolling in upper division courses.

Please check prerequisites carefully prior to enrolling in courses. Students **MUST** complete all prerequisite courses before enrolling in upper division courses. A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions. It is very important that you work with your advisor to be sure you are sequencing courses correctly (rather than taking courses scheduled at a convenient time) to avoid delayed graduation. Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class. Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.

Payment Deadline:

It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through the census date (September 5) to insure you have not been dropped for non-payment.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, etc. CMHT will not be able to reinstate students for any reason after the census date regardless of situation. It is the student's responsibility to ensure all payments have been made.

Student Evaluation of Teacher Effectiveness (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

Financial Aid Satisfactory Academic Progress (SAP) Undergraduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility. **If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility.** Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your CMHT academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

IMPORTANT FALL 2015 DATES FOR 15 WEEK SESSION

August 24	First Day of 15 week Fall Classes
August 26	Last day to add a class and pay tuition and fees (deadline 5:00pm)
September 7	Labor Day – UNT Closed (no classes)
September 8	Beginning this date, a student who wishes to drop a course must first receive written consent of the instructor
September 15	Fall Undergraduate Graduation Applications are due to avoid a late fee of \$25
September 30	Merchandising & Digital Retailing Career Expo, 9:30a-12p in Gateway Center Ballroom
October 2	Last day to drop a course and receive a grade of W. A drop slip is required from the instructor after this date.
October 3	Beginning this date, instructors may drop students with a WF for nonattendance
October 8	Executive+Scholar Lecture featuring Mike Ullman, CEO of JCPenney – 9:30a-12p in Gateway Center Ballroom
November 2	Last day for a student to drop a course with consent of the instructor. A W or WF may be assigned.
November 20	Last day for an instructor to drop a student with a grade of WF for nonattendance
November 20	Last day to withdraw from the semester (Dropping all UNT classes). A grade of WF may be assigned if student is not passing.
November 26-29	Thanksgiving holiday – UNT Closed (no classes)
Nov 29-Dec 5	Last week for Fall 2015 merchandising internship