

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

**CMHT 4790 - Sections 002 & 003
Merchandising & Digital Retailing Internship**

**Resident Syllabus (Interning within 90 miles of the UNT-Denton campus)
Spring 2017**

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| Instructor: | Mrs. Dee Wilson, M.Ed. |
| CMHT Address: | 1155 Union Circle, #311100 Denton, TX 76203-5017 |
| Office: | Chilton Hall 355A |
| Phone: | 940-369-7270 |
| Fax : | 940-369-8220 |
| E-Mail : | dee.wilson@unt.edu |
| Office Hours: | Tuesdays: 10:30a-12:00p Thursdays: 1:00p-2:30p (or by appointment) |

Blackboard Learn - Class Web Site: <https://learn.unt.edu>

Required Class Meeting: Tuesday, January 17, 6:00p-8:50p, BLB 090 = All Resident Interns

This website contains all of the course materials for the Internship Experience class. Included for your reference are the syllabus, guidelines for assignments, weekly log forms, student evaluation forms, and final grade requirements.

Course 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 have attended a pre-internship orientation the semester prior to or before the semester requesting to enroll in CMHT 4790.

Required Prerequisites

Major in the College of Merchandising, Hospitality & Tourism; minimum UNT GPA of 2.25 (catalogs fall 2012 & prior) or 2.5 (catalogs fall 2013 & after); 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 understand policies and philosophies of different types of employers and 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.

Course Approval Requirements

1. Students must maintain employment throughout the entire semester with the same employer (15 weeks during the long term/ 10 weeks during the summer term). If the student does not complete the required weeks in a fall, spring, or summer session, their final grade could be dropped by one letter grade. Any change in weeks required must be approved by the internship instructor.
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. All 300 hours must be completed with the same employer. If a student does not complete or provide **official** documentation from their employer for all of their 300 hours required, a grade of "F" will be received for the internship course.
3. All students enrolled in CMHT Internship (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 and are expected to check emails and announcements. Failure to access important messages could result in a loss of class points, meeting deadlines, etc.

Supervision

1. At the onset of the semester, the faculty internship coordinator will notify the employer of the student's intent to complete internship through a formal letter or e-mail.
2. Each student should be evaluated by one 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 and assure they are delivered to the faculty member 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 is approved by the internship instructor to terminate employment, two weeks' notice must be given to the employer and the instructor notified prior to the two week notice.
4. To officially document paid internship hours worked, students are to submit copies of ALL of 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. The 300 hour requirement starts counting on the first day of classes for the semester enrolled in internship class for credit. Any exceptions to count hours worked before the first day of classes must be approved by the internship instructor.
5. The Internship Coordinator will make at least one site visit per semester to meet with the company representative to discuss the student's progress, future intern and career opportunities, and involvement with the university.

Assessment

1. Internship is an 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.
2. Students are expected to exhibit the same level of responsibility and dependability on completing their class work as toward their internship projects. The student must also receive a satisfactory rating on both evaluations from their supervisor in order to pass the course.

Student Responsibilities and Assignment Format Requirements

1. At the beginning of the semester, please provide your supervisor with the following documents: **Midterm and Final Evaluation Forms.**
2. Class attendance and participation are **REQUIRED**. You must be in class the entire class meeting to earn the full class points.
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. Keep a copy of all assignments for your records. It is the student's responsibility to ensure that all assignments are properly submitted by the due date assigned. Use 1 inch margins on all four borders. Indent 5 spaces for each paragraph. Use a font size no larger than 12.
4. All assignments are due as indicated on the online course calendar and in this syllabus. **Late assignments will drop 10% each calendar day late. There are no exceptions!!! Once an assignment is more than 10 days late, it will not be accepted and will result in a "0". Blackboard Learn records the exact time your assignment is submitted. If a major assignment is not submitted, it will affect your final grade significantly.**
5. The class will be used for discussion of assignments and written reports. Students are urged to schedule conferences outside of class time for discussion of concerns that do not affect the entire class and/or are of a confidential nature.
6. Do not send assignments/hours documentation that are photographed from your cell phone. They will not be accepted.
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.
8. When submitting e-mail, always use the Blackboard email. Please use the appropriate subject heading as indicated by your instructor.
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.

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 & Digital Retailing 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. 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.

Grade Determination

The student is not given a grade in CMHT 4790 just for working in a merchandising industry internship and doing his/her job duties and projects. Internship is a work experience requiring course-related assignments that are also part of your final grade. Your final class grade will be based on meeting the required hours worked and submitting the following assignments.

| Assignment | Points | Due Date |
|---|---------------|--|
| Student Registration Form | 5 | Friday, January 20 |
| Safety Form | 5 | Friday, January 20 |
| Distributed Learning Report Form | 5 | Friday, January 20 |
| Weekly Time Logs (15) | 150 | Due Every Tuesday by 11:59pm |
| Class Attendance (1 required meeting – 30 points) | 30 | January 17 (Sections .002 & .003 – All Resident Interns) |
| Objectives Assignment | 50 | Tuesday, February 7 |
| Employer Midterm Evaluation | 100 | Tuesday, March 14 |
| Personal and Company Assessment | 85 | Sunday, April 30 |
| Online Forum Discussion | 30 | Wednesday, May 3 (Post Your Summary & Two Questions) Thursday, May 4 through Sunday, May 7 (Respond to Students' Questions) |
| Employer Final Evaluation | 100 | Tuesday, May 9 |
| TOTAL | 560 | |

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, forms, evaluations, and hours documentation are turned in on the designated due date in the appropriate format. It is not the responsibility of your internship employer.

A student's final grade will be determined by the total points earned from assignments, class attendance, completion of the required 300 hours and completion of the required weeks in a semester. Additional assignments will not be provided to increase a student's final grade. A student must earn a "C" or better in CMHT 4790, otherwise the class will have to be repeated with a different internship experience.

Official documentation for hours earned from the first week of classes through mid-term will be due on Tuesday, March 14. Hours earned from mid-term through the 15th week of the internship class will be due by Tuesday, May 9- no later than this date. It is the student's responsibility to ensure that this documentation has been turned in to the internship instructor by the due date. The official hours documentation provided to the course instructor will be the final determination of the total hours worked in the internship.

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 other 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 the job, the course grade will automatically be an "F."

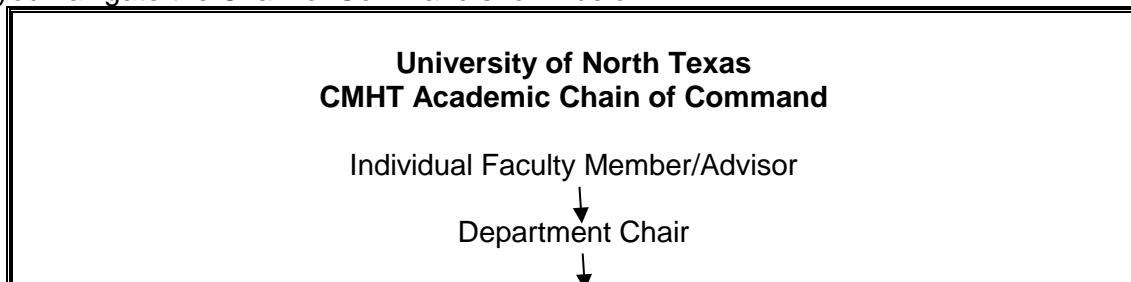
Students are not given an "A" in CMHT 4790 just for completing their internship hours. Any student who does not submit a major assignment (Objectives and Personal and Company Assessment) will not receive an "A" in the course. Additional assignments will not be provided to improve a student's final grade. CMHT 4790 is a rigorous course with high standards.

If a student misrepresents the hours worked and/or does not complete 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 who are paid should retain all payroll stubs that show the total hours and weeks worked. A copy of all payroll stubs 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 online course calendar. **If a student does not complete or provide official documentation for their 300 hour requirement by the listed due date, a final 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:



Associate Dean, College of Merchandising, Hospitality & Tourism

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Dean, College of Merchandising, Hospitality & Tourism

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.

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 2016-2017 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):

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| CMHT Advising Director | Kelly Ayers, M.Ed. (HFMD & DRTL) |
| CMHT Advisor | Brittany Barrett, MSIS (MDSE & RETL M-Z) |
| CMHT Advisor | Amanda Johnson (MDSE & RETL A-L) |
- 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 (January 30) 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 Perceptions of Teaching Effectiveness (SPOT)

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on how the course is taught. Student feedback is important and is essential as we strive for excellence.

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.

Emergency Notification and Procedures

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard Announcement and Email regarding assignments, exams, field trips, and other items that may be impacted by the closure.

IMPORTANT SPRING 2017 DATES

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| January 17 | First day of 15 week spring classes |
| January 20 | Last day to add a class and pay tuition and fees (deadline 4:30pm) |
| January 31 | Beginning this date, a student who wishes to drop a course must first receive written consent of the instructor |
| February 24 | Last day to drop a course and receive a grade of W. A drop slip is required from the instructor after this date. |
| February 25 | Beginning this date, instructors may drop students with a WF for |

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| March 13-19 | nonattendance |
| April 4 | UNT Spring Break – no classes Last day for a student to drop a course with consent of the instructor. A W or WF may be assigned. |
| April 21 | Last day for an instructor to drop a student with a grade of WF for nonattendance |
| April 21 | Last day to withdraw from the semester (Dropping all classes). A grade of WF may be assigned if student is not passing |
| April 30-May 6 | Last week for spring 2017 fifteen week merchandising internship |