LEAD 4950 Internship in Leadership  
Semester/Year  
Leadership Minor  
College of Liberal Arts  
University of Central Oklahoma  
Sample Syllabus

CRN: TBA  
Classroom Building: COM 210 A (Office of Leadership Minor Director)  
Meeting Day(s)/Times(s): Arranged  

INSTRUCTOR CONTACT INFORMATION  
Instructor: Rozilyn Miller, Ph.D., Leadership Minor Director, Mass Communication Department Chair  
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Office Location: COM 210 A  
Office Hours: TBA  
Email: rozmiller@uco.edu  

Email Policy: Please do not expect me to check my e-mail on weekends. If you e-mail me on Friday, I may not return your e-mail until Monday afternoon. Please plan accordingly.  
Communication Preferences: Email! If you call my office phone and I do not answer, please do not leave me a message unless it’s an emergency. Send an email! Why do I feel this way? On voice mail, people tend to leave long rambling messages and then do not articulate their phone number so I am unable to call them back. Email!

COURSE DESCRIPTION AND OBJECTIVES  

Course/Catalog Description: LEAD 4950 - Internship in Leadership. Credit will vary from 1 to 8 hours.  

Prerequisites: Currently in the catalog, none. However, changes are being considered to include the following prerequisites: ENG 1113, ENG 1213, MCOM 1113 Fundamentals of Speech, LEAD 2213 Theories of Leadership, three credit hours of upper level Leadership Minor coursework, and Junior or Senior standing.  

Additional Internship Eligibility Criteria:  
- Students should have a cumulative grade point average (GPA) of 2.5 or better on a 4.0 scale in coursework.  
- Students should have completed 15 hours at the University of Central Oklahoma.  
- Students must be declared as a Leadership Minor.  
- Approval for an internship is also based on the student applicant's interest, preparation, and professionalism. The internship placement depends on the its relevance to leadership, mentoring by a person in a leadership position, potential for applied experience, and the sponsor's willingness to critique and evaluate student work.  
- During the internship, students must be able to complete one original STLR portfolio-worthy project directly related to internship experience.  

Student Learning Outcomes/Objectives:  
Upon completion of the Internship in Leadership, the learner will be able to reflect upon the experience and assess their leadership skills. Competency will be based upon successful completion of all assignments and by earning at least 70% of the total points possible for the course.  

Specific or Enabling Objectives:  
- Satisfactorily complete the required hours.  
- Meet all deadlines.  
- Demonstrate professionalism during the internship.
• Demonstrate leadership skills and abilities as appropriate during the internship.
• Read and analyze one book related to Leadership and the specific internship area.
• Create one original STLR portfolio-worthy project directly related to internship experience.
• Write a reflective paper assessing leadership skills demonstrated during the internship and incorporating aspects from the selected leadership book.

Transformative Learning:
At the University of Central Oklahoma, we are guided by the mission of helping students learn by providing transformative experiences so that they may become productive, creative, ethical and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. A student’s major field is central to the learning experience and is a vital part of the “Central Six.” All students will be transformed with Discipline Knowledge, Leadership, Problem Solving (Research, Scholarly and Creative Activities), Service Learning and Civic Engagement, Global and Cultural Competencies, and Health and Wellness. This course addresses three of the university’s Central Six transformative learning goals:

- **Discipline Knowledge** – the student will increase their knowledge of effective leadership by analyzing a leadership book and relating it to the internship experience.
- **Leadership** – the student will practice diverse leadership skills during the internship and reflect upon the leadership components.
- **Service Learning and Civic Engagement** – the student will connect learning with leadership through the process of doing the internship.

**Textbook:**
One leadership book will be chosen by student and approved by the instructor; the leadership book must relate to the internship field.

**Other Required Supplies or Resources:** None.

**Suggested Leadership Resources:**
UCO Chambers Library Resources: [http://library.uco.edu/](http://library.uco.edu/)
There are multiple electronic databases available through the Max Chambers library.

**COURSE OUTLINE**
The instructor reserves the right to amend the syllabus at any time. The contents of the syllabus are subject to revision 24 hours a day, seven days a week through the entire semester. Students are put on notice as the contents of the syllabus may change during the course of the semester. Changes, if any, will be emailed through D2L. Students are required to regularly check their D2L/UCO email.

Internships differ from traditional courses, therefore a weekly outline of topics is not helpful. However, the following information is necessary for students to be successful in their internships.

**Hour Requirements for an Internship:**
Credit will vary from 1-8 hours. For each credit hour, a student must complete 3.75 hours per week over 16 weeks.

Examples:
1 credit hour  \( \times \) 3.75 hours per week for 16 weeks = 60 hours (3.75 hours per week)
2 credit hours  \( \times \) 3.75 hours per week for 16 weeks = 120 hours (7.5 hours per week)
3 credit hours  \( \times \) 3.75 hours per week for 16 weeks = 180 hours (11.25 hours per week)
4 credit hours  \( \times \) 3.75 hours per week for 16 weeks = 240 hours (15 hours per week)
5 credit hours  \( \times \) 3.75 hours per week for 16 weeks = 300 hours (18.75 hours per week)
6 credit hours  \( \times \) 3.75 hours per week for 16 weeks = 360 hours (22.5 hours per week)
7 credit hours  \( \times \) 3.75 hours per week for 16 weeks = 420 hours (26.25 hours per week)
8 credit hours  \( \times \) 3.75 hours per week for 16 weeks = 480 hours (30 hours per week)

[Note: The hours per week double for summer semesters.]
**Intern Expectations:**
- Fulfill all requirements to earn course credit.
- Adhere to all rules set forth in the UCO Student Handbook and by the instructor of the Internship in Leadership.
- Adhere to all state, federal and national laws, including laws of copyright, libel, slander, privacy, plagiarism, etc.
- Maintain ethical and moral conduct at all times.
- Maintain the privacy of the intern supervisor/organization in all matters.
- Be on time. Notify the employer of any unavoidable absences or tardiness. (See absences below).
- Refrain from conducting personal business, phone calls, or non-work related tasks while at the place of internship.
- Refrain from cursing, gossip, rumor transmission, or tattling.
- Dress appropriately/professionally in clean and unwrinkled clothing. Please avoid flip flops, ball caps, slogan t-shirts, informal tank tops, shorts, revealing clothing, unkempt jeans, dirty shoes, etc. Avoid athletic shoes and jeans when possible. A polo shirt or buttoned shirt and khakis are appropriate in most cases. Ask your on-site intern supervisor when or if in doubt about appropriate dress. If an intern has multiple body-piercings or tattoos, check with on-site supervisor about company policy. Consider this advice: Dress for the job you want, not the job you have.
- Use the internship as a learning and networking experience. Ask questions. Take on additional assignments. Show interest and enthusiasm.
- Interns must remember that their actions, work ethic, demeanor, appearance and attitude impact not only the student’s personal reputation, but also the reputation of the Leadership Minor, the College of Liberal Arts, and UCO.

**Internship Restrictions:**
- Internship enrollment and/or credit cannot be given for work done prior to the semester in which the internship is requested. (For example, a student cannot enroll in or earn credit in the fall for work done the previous summer.)
- Internships cannot be completed under the supervision of a family member, friend or relative.
- An internship cannot be completed for a family-owned business or agency.

**Internship Site Selection:**
- One avenue for finding possible internship placements is Career Services: [http://broncho2.ucd.edu/hirebronchos/](http://broncho2.ucd.edu/hirebronchos/). Students are also encouraged to seek advice from UCO faculty and staff in their major area.
- Students are required to gain approval for the internship placement site from the Internship in Leadership instructor prior to the student starting the internship.
- Internships cannot take the form of “free hands.” The internship must be directly related to leadership and the work completed by the intern must lend itself to the student creating one original STLR portfolio-worthy project.
- An on-site professional with the education and skills to effectively critique and mentor the intern must supervise the intern.
- An internship is an educational, work-site course. It serves to hone skills, build confidence and contacts, and provide work experience.
- Choose an internship that best suits your career goals.

**Process for Securing an Internship:**
- First, gain approval for the desired internship from the Internship in Leadership instructor.
- Contact the appropriate on-site person and ask for an interview. (Telephone is preferred, unless e-mail contact has been requested.) Students will identify themselves as a Leadership Minor student from the College of Liberal Arts at the University of Central Oklahoma and go from there.
• For the interview, dress neatly (suit and tie are not usually necessary, but slacks or skirt, pressed shirt, and professional shoes are acceptable). Be on time. Take any pertinent information with you, such as portfolio, resume, or materials requested by the interviewer.
• Make sure the work schedule is established and mutually agreed upon.
• Write a follow-up thank you note to the interviewer within 24 hours. A handwritten note on plain, quality notepaper is best. Thank the individual for her/his time and information. Express your enthusiasm for starting your internship. (Make sure you have her/his name and title spelled correctly.)
• Once the internship is secured, the contact information for the on-site work supervisor should be sent immediately to the Internship in Leadership instructor for confirmation purposes.

**Enrollment:**

• **You will not earn credit if you are not enrolled.** This course requires enrollment like any other.
• Gain written or on-line permission from the Internship in Leadership instructor.
• ENROLL (either on-line or in-person) and pay, as with any other course.

**Personal Conference(s):**

• The student is required to meet with the Internship in Leadership instructor before beginning the internship.
• At any point in the semester, the student should bring any questions or concerns to the attention of the Internship in Leadership instructor immediately.

**What If the Internship Doesn’t Work Out?**

• If a student finds that she/he is in an internship that is unsatisfactory, contact the Internship in Leadership instructor as soon as possible for instructions on how to proceed.
• Make sure you give adequate notice to your on-site work supervisor (generally two-weeks). Determine a mutually acceptable time/date for you to conclude the internship. Write a follow-up thank you note to your on-site work supervisor for her/his time and instruction. NEVER BURN A BRIDGE!
• Be sure to withdraw or drop the course, so that you will not earn an “F” at semester’s end.

**GRADING AND PARTICIPATION REQUIREMENTS**

**ASSIGNMENTS**

• 200 points: Intern work logs are required. An intern must be able to verify the number of hours worked each week during the internship. The on-site work supervisor must sign all work logs.
• 150 points: Two evaluation reports completed and returned by the on-site work supervisor; these must be submitted to the Internship in Leadership instructor in order for a grade to be assigned.
• 50 points: Approved leadership book written summary with most valuable points identified.
• 50 points: A three to five page, double-spaced reflection paper summarizing the internship experience and relating the internship experience to the leadership book chosen.
• 50 points: One original STRL portfolio-worthy project, negotiated with the instructor and developed during the internship, is required.

**Approximate DUE DATES FOR ASSIGNMENTS**

(All assignments may be turned in earlier. Please submit all assignments to Dropbox in D2L.)

Mid-September or February – Leadership Book Summary
Early October or March – Intern Work Logs for first 8 weeks
Early October or March – First Evaluation Report from On-Site Work Supervisor
Mid-October or April – Reflection Paper
Early December or May – Intern Work Logs for second 8 weeks
Early December or May – Second Evaluation Report from On-Site Work Supervisor
Early December or May – STRL Portfolio-Worthy Project

*(Summer due dates will be adjusted)*
Absences from the Internship:
Absences during the internship must be made up. All required hours per credit must be completed. Advise your internship work supervisor as soon as you realize a conflict exists.

Faculty Handbook Policy 3.1 can be utilized in determining if absences from the internship are appropriate according to UCO standards. Please note that the on-site internship supervisor may have differing expectations for attendance. If problems arise, please contact Dr. Miller immediately.

Faculty are expected to verify official enrollment beginning the first day of class on UConnet/School Services. Students who are not officially enrolled in the course are prohibited from attending the class after the deadline for enrolling in that course has passed. In addition, students who are not officially enrolled may not be manually added to class rosters on UConnet or UCO’s Learning Management System (LMS). The university expects students to regularly attend classes in which they are enrolled. Faculty members are expected to establish specific attendance policies governing their classes. Attendance policies must appear in the course syllabi. Faculty members may require appropriate documentation to verify absences. Students are responsible for work missed due to absences. It is the student’s responsibility to initiate a request to make up class work or examinations missed. Individual policies must allow for a reasonable but not unlimited, number of excused absences, for legitimate reasons. Excused absences approved by faculty members should be consistently applied to all students. An excused absence means that an instructor may not penalize the student and must provide a reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on course grade. Excused students should be allowed the same opportunities as students who were present in class. Faculty members are obligated to honor the following circumstances as excused absences:

1. travel considered part of the instructional program of the university and requiring absence from class (e.g. field trips, research presentations, etc.);
2. invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, debate teams, dance company, etc.); in cases of student athletes, refer to UCO Compliance Policy Manual for Athletics or contact the Faculty Athletic Representative;
3. jury duty;
4. military obligation (See Appendix K of Faculty Handbook);
5. serious illness, medical condition, pregnant and parenting students’ rights (as outlined in Title IX), accident, or injury; and
6. death or serious illness in immediate family.

Late Work Policy in Regards to Class Assignments:
• Assignments turned in after stated deadlines will earn the following penalties:
  o 10% penalty for each day or part of a day late.
  o Hospitalization, death in the immediate family, and other extreme circumstances will be negotiated on a case-by-case basis. Official documentation will be required.

FINAL: According to the Official UCO Final Exams schedule, classes not listed in the official schedule will hold final exams at the last regularly scheduled class meeting. Since an internship is an arranged class, all work and assignments must be completed no later than midnight on Wednesday of Finals Week. WORK NOT SUBMITTED BY MIDNIGHT ON WEDNESDAY OF FINALS WEEK WILL NOT BE ACCEPTED.

GRADING
200 Points = Intern Work Logs (40% of grade)
150 Points = On-site Internship Supervisor Evaluation Reports (30% of grade)
50 Points  = Leadership Book Summary (10% of grade)
50 Points  = Reflection Paper (10% of grade)
50 Points  = Portfolio Project (10% of grade)
*500 Total Points Possible

*The final course points are subject to change as the points will reflect the amount of activities assigned during the semester. Therefore, the final grading scale will be determined by the total possible points.
CLASS MANAGEMENT INFORMATION

Professional Courtesy: You are expected to exhibit professional behavior at all times in any aspect related to this course/internship. Professionalism includes, but is not limited to, the following: using appropriate language; respecting others’ rights to express their opinions, even if you do not agree with them; and maintaining a positive demeanor about your assignments. Violations of these guidelines for appropriate behavior may necessitate a private conference with consequences to be determined and put in writing, or the situation may be referred to UCO’s Student Conduct Officer. Lack of professional courtesy may result in permanent dismissal from the course/internship.

APA Guidelines to Reduce Bias in Language: In the Social Sciences, the 2010 Publication Manual of the American Psychological Association, 6th edition (better known as the APA Manual) will be important as this is the documentation style used in the social sciences. For this particular class, students will be responsible for using language that is in keeping with the APA guidelines to reduce bias in language, particularly in regards to gender, ethnicity, sexual orientation, and individual disabilities. For more information, go to http://www.apastyle.org/.

Standards for Written Work: All written assignments are expected to meet college-level standards of proficiency. If students need help with their writing, please notify me, and I will advise you of the appropriate campus services and facilities.

Challenges to Student Comments: There will be times that student work will be respectfully “challenged.” Please do not consider this a “negative” or think I am “picking” on you. The purpose of the challenges could be for any of the following reasons: (1) I may be asking for clarification if I was unclear as to what you meant; (2) I may want you to expand upon what you have said to more fully discuss the issue; (3) I may want to attempt to understand the background surrounding the comment to put it in context; or (4) I may be playing “devil’s advocate” to encourage contrasting viewpoints. Critical thinking requires challenges that hopefully lead to fuller discussion. With the inherent power dynamic in an educational setting, it is understandable that students may feel uncomfortable when an instructor challenges a student comment. Please keep in mind that it is not my intent to silence students; instead, my goal is to facilitate discussion to increase critical thinking and learning. And remember, the respectful challenges work both ways! Students may respectfully challenge my comments for the same reasons that I described above. The key to appropriate challenges is to stay focused on the topic, avoid personal slurs or attacks, truly listen, consider multiple viewpoints, and be willing to accept that we may not change each other’s minds, but we should be able to better understand the other person’s perspective. However, comments that fall into the realm of hate speech will not be tolerated.

UCO Student Code of Conduct: Students are responsible for all information in the Student Code of Conduct. This can be accessed on the Student Affairs Publications website at https://www.uco.edu/student-affairs/conduct/files/codeofconduct.pdf.

ACADEMIC DISHONESTY AND PLAGIARISM:
The UCO Student Code of Conduct describes Academic Dishonesty and outlines the steps for disciplinary action in the Guidelines for Alleged Academic Dishonesty.

Academic dishonesty: Includes but is not limited to the “giving” and “taking” of improper assistance in examinations and assignments; not adhering to correct procedures for identification of sources in reports and essays and all creative endeavors; intentional misrepresentation; cheating; plagiarism; and unauthorized possession of examinations. The UCO Student Code of Conduct provides further details. Additionally, any work submitted as an assignment for one class may not be submitted for credit in another class, without prior permission of the professor. Any work so submitted will receive an automatic "0."
**Plagiarism:** When a student submits any assignment for a course (written, oral, videotape, audiotape, photograph, etc.), the student will submit entirely original work or will properly cite all sources utilized in the preparation of the assignment. Without proper citation, the student is guilty of plagiarism, which is not tolerated at UCO.

As a student, you are responsible for understanding what constitutes plagiarism. You should talk to your professor to ensure that you can recognize and avoid all types of plagiarism. Plagiarism occurs in two primary ways:

1. **Word-for-word copying, without acknowledgement, of the language or creative work of another person.**
   - Having another person complete all or part of your assignment is plagiarism and is clearly forbidden. But, in addition, the student should include NO written, video, audio, or photographic material from an existing source, no matter how brief, without acknowledging the source. When using the written words of an existing source in your assignment, either place the borrowed words in quotation marks or set the quotation aside as a block quotation. Additionally, you must include the citation for the material in your assignment. This applies to even the briefest of phrases if they are truly distinctive.

2. **The unacknowledged paraphrasing of an author’s ideas.** The student should no more take credit for another person’s thoughts than for another person’s words. Any distinctive, original idea taken from another writer should be credited to its author. If you are not sure whether or not an author’s idea is distinctive, you should assume that it is: no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism. Most style manuals (e.g., *Publication Manual of the American Psychological Association*) provide information concerning how to paraphrase and cite the ideas and writings of existing sources.

**Turnitin.com Plagiarism Syllabus Statement:** UCO subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of various plagiarism prevention tools and methods which may be utilized by your faculty instructor during the terms of the semesters. In the UCO Student Handbook, there is a process for contesting any plagiarism allegations against you.

**ADA Statement Regarding Special Accommodations:**
"The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class."

**DSS Contact Information:**
Disability Support Services
Nigh University Center, Room 309
100 N. University Drive, Box 144
Edmond, OK 73034
Phone: (405) 974-2516
Email: DSS@uco.edu
Website: http://www.uco.edu/student-affairs/dss/contact.asp

Additional policies for this course are included in the UCO Student Information Sheet and Syllabus Attachment that can be accessed on the Academic Affairs website at http://www.uco.edu/academic-affairs/.