



**FACS 4369 Internship**  
**Spring 2018**  
**College of Health Sciences, Dept. of Family and Consumer Sciences**

<b>Instructor:</b>	Janis H. White, Ph.D., CFCS Room 111, MLHB 936.294.1184 (24-hour voice mail) FAX Number: 936.294.4204 E-mail: <a href="mailto:jwhite@shsu.edu">jwhite@shsu.edu</a>
<b>Office Hours:</b>	Monday, Wednesday: 9:00 – 10:00, 12:30 – 1:30 Tuesday: 1:00 – 2:00 Other times by appointment.
<b>Day, Time, &amp; Location of Class:</b>	Arranged according to internship site and work schedule from business supervisor
<b>Textbook:</b>	Burleson, Laura K. and White, Janis H. <i>Internship Handbook</i> , 7 <sup>th</sup> Ed., 2014, <a href="http://www.shsu.edu/dotAsset/d36565fc-761b-40ef-943d-a2b518b30aee.pdf">http://www.shsu.edu/dotAsset/d36565fc-761b-40ef-943d-a2b518b30aee.pdf</a> .

**Course Description:** Internship in the Department of Family and Consumer Sciences consists of a supervised off-campus work experience in an approved cooperative business or agency to better understand the challenges and potential of various careers in family and consumer sciences professions and services. Student obtains own position in keeping with the major program area. A minimum of three hundred (300) supervised clock hours is required for appropriate credit. Student must be concurrently enrolled in FACS 4369. Taken on acceptance of the application. Prerequisite: Senior standing, specifically 100 semester hours of credit, in program. Offered every semester and through the summer. Credit 3.

**Course Objectives:**

This purpose of this course is to provide pertinent working experiences that complement course work within various program areas housed in the Department of Family and Consumer Sciences. The student will obtain his/her own position and is required to work a minimum of 300 supervised clock hours. Upon completion of this course, the student should be able to:

1. cite the importance of human relations as they apply to customers or clients, co-workers, and supervisory personnel.
2. understand the interrelationship between characteristics, needs and wants of customers and

- business, including ways in which the business strives to meet the needs of the customer.
3. apply selling techniques appropriate to the merchandise, the organization and its customers, clients or patrons.
  4. prioritize responsibilities for the greatest combination of efficiency and effectiveness.
  5. make a positive contribution to the organization as an employee/intern.
  6. understand the importance of paperwork and record-keeping in the management of an organization.
  7. demonstrate a general understand of the workings of an organization, including its mission and its practical, every-day activities.

### **Grading Plan:**

Form A (Application), Resume, and Transcript	20 points
Form B (Internship Approval) and Networking Statement	20 points
Form C (Demographic Information) and Contract	10 points
Assignment 1 (Orientation Questions)	50 points
Assignment 2 (Performance Goals)	50 points
Weekly Time Sheets and Log Reports	200 points
Final Evaluation	100 points
Intern Performance Appraisal (business supervisor)	100 points
Site/telephone visit (internship coordinator/supervisor)	<u>50 points</u>
Total possible points	600 points

**Academic Dishonesty:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials. Cell phones, backpacks, purses, etc. may not be at the student's desk or table during the final exam. If they are in the classroom during exam time, they are to be placed at the front of the room. The student assumes all responsibility for personal property.

**Class Policies and Procedures:** The policies and procedures for Internship in the Department of Family and Consumer Sciences are very clearly outlined in the *Internship Handbook* which also serves as the textbook for the course. Policies, procedures and timelines as outlined in the handbook will be adhered to strictly. Each student in the course should print TWO handbooks, and one of them should be provided to the business supervisor of the internship. **Students should follow the cell phone policy of the internship site.**

**Students with Disabilities Policy:** It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Office of Services for Students with Disabilities, Lee Drain Annex, or by calling 936.294.1720.

**NOTE: No accommodation can be made until the student registers with the Office of Services for Students with Disabilities.** See the link at <https://www.shsu.edu/syllabus/>.

**Student Absences on Religious Holy Days Policy:** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.

#### **Academic Grievance Procedures for Students:**

Academic grievances include disputes over course grades, unauthorized class absences/tardiness, suspension for academic deficiency, instructor's alleged unprofessional conduct related to academic matters, graduate comprehensive and oral exams, theses and dissertations, and withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in professional degree programs.

If the dispute is determined to be based upon professional judgment, the aggrieved student is entitled to have, as appropriate and in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), and Provost and Vice President for Academic Affairs form an opinion about the dispute and so advise the individual(s) involved.

<http://www.shsu.edu/dotAsset/0bb1346f-b8d6-4486-9290-dba24123d0d8.pdf>

#### **Recommended Reading (varies with program major):**

Ching, F. *Building Construction Illustrated*, 3<sup>rd</sup> Ed., John Wiley & Sons, Inc., Somerset, New Jersey, 2007.

Cushman, L. M. *A Practical Approach to Merchandising Mathematics*, Revised 1<sup>st</sup> Ed., Fairchild Books, New York, 2011.

Frings, G. S. *Fashion: From Concept to Consumer*, 7th Ed., Pearson Prentice Hall, Upper Saddle River, New Jersey, 2002.

Harmon, S. K. and K. E. Kennon. *The Codes Guidebook for Interiors*, John Wiley & Sons, Inc., Somerset, New Jersey, 2005.

Kato, S. L. *Foundations of Family and Consumer Sciences: Careers Serving Individuals, Families and Communities*, Goodheart-Wilcox Co., Tinley Park, Illinois, 2008.

Knight, J. B. and L. H. Kotschar. *Quantity Food Production, Planning, and Management*, 3<sup>rd</sup> Ed., John Wiley & Sons, Inc., Somerset, New Jersey, 2000.

McWilliams, M. *Food Fundamentals*, 8<sup>th</sup> Ed., Pearson Prentice Hall, Upper Saddle River, New Jersey, 2006.

Piotrowski, C. *Professional Practices for Interior Designers*, 3<sup>rd</sup> Ed., John Wiley & Sons, Inc., Somerset, New Jersey, 2006.

Molt, M. *Food for Fifty*, 12th Ed., Pearson Prentice Hall, Upper Saddle River, New Jersey, 2006.

Van Hoof, H. B., G. K. Vallen, M. E. McDonald, and P. J. Wiener. *A Host of Opportunities: An Introduction to Hospitality Management*, 2<sup>nd</sup> Ed., Pearson Prentice Hall, Upper Saddle River, New Jersey, 2007.

Warfel, M. C. and M. L. Cremer, R.D., Ph.D. *Purchasing for Food Service Managers*, 4<sup>th</sup> Ed., McCutchan Publishing Corp., Berkeley, CA, 2002.

### **Periodicals:**

*Food Management*

*Home Furnishings Daily*

*Interior Design*

*Women's Wear Daily*