

**1. General Information**

1a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

Date Submitted: 3/5/2014

1b. Department/Division: Retailing & Tourism Management

1c. Contact Person

Name: Scarlett Wesley

Email: scarlett.wesley@uky.edu

Phone: 859-257-7778

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

**2. Designation and Description of Proposed Course**

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: RTM 690

2c. Full Title: Industry Experience in Retailing and Tourism Management

2d. Transcript Title: Industry Experience in Retailing and Tourism Management

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 3

2g. Grading System: Graduate School Grade Scale

2h. Number of credit hours: 6

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: Supervised industry experience with a cooperative establishment in the students formal option of study. Students will complete a 400-hour, 10 week learning experience under the joint supervision of a faculty member supervisor and a qualified industry professional.

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OFFICE OF THE  
SENATE COUNCIL

2k. Prerequisites, if any: Graduate student standing. Approval of department and student's plan of work committee.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Summer,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 5

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: No

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|VPWICK0|Vanessa P Jackson|RTM 690 NEW Dept Review|20140127

SIGNATURE|LGRABAU|Larry J Grabau|RTM 690 NEW College Review|20140302

SIGNATURE|ZNNIKO0|Roshan N Nikou|RTM 690 NEW Graduate Council Review|20140307

SIGNATURE|VPWICK0|Vanessa P Jackson|RTM 690 NEW Dept Review|20140306

SIGNATURE|LGRABAU|Larry J Grabau|RTM 690 NEW College Review|20140307

SIGNATURE|ZNNIKO0|Roshan N Nikou|RTM 690 NEW Graduate Council Review|20140312

**Courses** **Request Tracking**

### New Course Form

<https://myuk.uky.edu/sap/bc/soap/fc?services=>

[Open in full window to print or save](#)

Generate R

**Attachments:**

Upload File

	ID	Attachment
Delete	3022	RTM 690 Syllabus - updated 2-10-14.docx

Select saved project to retrieve...

(\*denotes required fields)

**1. General Information**

a. \* Submitted by the College of:  Submission Date:

b. \* Department/Division:

c.

\* Contact Person Name:  Email:  Phone:

\* Responsible Faculty ID (if different from Contact):  Email:  Phone:

d. \* Requested Effective Date:  Semester following approval OR  Specific Term/Year <sup>1</sup>

e.

Should this course be a UK Core Course?  Yes  No

If YES, check the areas that apply:

Inquiry - Arts & Creativity  Composition & Communications - II

Inquiry - Humanities  Quantitative Foundations

Inquiry - Nat/Math/Phys Sci  Statistical Inferential Reasoning

Inquiry - Social Sciences  U.S. Citizenship, Community, Diversity

Composition & Communications - I  Global Dynamics

**2. Designation and Description of Proposed Course.**

a. \* Will this course also be offered through Distance Learning?  Yes <sup>1</sup>  No

b. \* Prefix and Number:

c. \* Full Title:

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed <sup>2</sup> with (Prefix and Number):

f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.

<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory <sup>1</sup>	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
<input type="checkbox"/> Indep. Study	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum
<input type="checkbox"/> Research	<input type="checkbox"/> Residency	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio
<input type="text" value="3"/> Other	If Other, Please explain:		<input type="text" value="industry internship"/>

g. \* Identify a grading system:  Letter (A, B, C, etc.)  Pass/Fail  Graduate School Grade Scale

h. \* Number of credits:

i. \* Is this course repeatable for additional credit?  Yes  No

If YES: Maximum number of credit hours:

If YES: Will this course allow multiple registrations during the same semester?  Yes  No

## j. \* Course Description for Bulletin:

Supervised industry experience with a cooperative establishment in the students formal option of study. Students will complete a 400-hour, 10 week learning experience under the joint supervision of a faculty member supervisor and a qualified industry professional.

## k. Prerequisites, if any:

Graduate student standing. Approval of department and student's plan of work committee.

l. Supplementary teaching component, if any:  Community-Based Experience  Service Learning  Both3. \* Will this course be taught off campus?  Yes  No

If YES, enter the off campus address:

## 4. Frequency of Course Offering.

a. \* Course will be offered (check all that apply):  Fall  Spring  Summer  Winter

b. \* Will the course be offered every year?  Yes  No

If No, explain:

5. \* Are facilities and personnel necessary for the proposed new course available?  Yes  No

If No, explain:

## 6. \* What enrollment (per section per semester) may reasonably be expected? 5

## 7. Anticipated Student Demand.

a. \* Will this course serve students primarily within the degree program?  Yes  No

b. \* Will it be of interest to a significant number of students outside the degree pgm?  Yes  No

If YES, explain:

## 8. \* Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

## 9. Course Relationship to Program(s).

a. \* Is this course part of a proposed new program?  Yes  No

If YES, name the proposed new program:

b. \* Will this course be a new requirement <sup>5</sup>for ANY program?  Yes  No

If YES <sup>5</sup>, list affected programs:

## 10. Information to be Placed on Syllabus.

a. \* Is the course 400G or 500?  Yes  No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b.  \* The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable 10.a above) are attached.

- Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
- The chair of the cross-listing department must sign off on the Signature Routing Log.
- In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, is two hours per week for a semester for one credit hour. (from SR 5.2.1)
- You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal    Save Current Changes

**RTM 690**  
**INDUSTRY EXPERIENCE IN RTM**  
**SUMMER 2013**

**Instructor Information**

Dr. Tricia M. Day, CPRP  
 Office: Erikson Hall 316  
 Email\*: tricia.day@uky.edu  
 Phone: 859-257-6025  
 \*preferred method of contact

Office Hours:  
 No Specific Hours but I am available via office, phone or Skype appointment as needed or requested.  
 For Emergencies only – you can call my personal cell phone at 812-374-7204 – and I mean real emergencies not “I waited too long to do something and now I have created a crisis for myself and I need you to fix it” kind of emergencies...

**Course Description**

The industry experience will be a planned work experience focusing on development of defined management skills and problem solving experiences in Retailing and Tourism Management. **A minimum of 320 hours will be completed in an approved organization.** The experience will be coordinated by a faculty internship coordinator, the student, and an on-site supervisor. Written progress reports will be submitted by the student and the on-site supervisor. Prerequisite: Approval of Department of Retailing and Tourism Management and graduate student’s plan of work committee.

**Course Learning Outcomes:**

At the conclusion of this internship (320 hours over at least 8 weeks), students will:

1. Be able to articulate how an organization manages the relationship between its purpose and service philosophy and customer and guest expectations.
2. Be able to connect classroom experiences to their internship experiences and articulate learning through doing.
3. Be able to process constructive feedback from both the site supervisor and the internship coordinator to enhance performance.
4. Be able to assess his/her performance, passions and abilities to create a plan for entering the profession after graduation.
5. Collaborate with the organization’s leadership to determine a reasonable special project and pursue project completion during the internship experience.

**Required Textbook**

No specific textbooks are required but students are responsible for gathering appropriate information regarding his/her organization such as staff manuals, maintenance manuals, staff training materials, etc. Each student should be familiar with the operations of his/her organization. Additionally, once the special project is determined, the student will need to seek appropriate resources to complete the project with recommendations from the site supervisor and the internship coordinator.

**Grading/Assessment Opportunities**

Each week you will be responsible for three main aspects of the course for grading and assessment purposes: Weekly Reports, Organizational Analysis and Assignments. Each week you will complete a weekly report worth 3 points each. Each week you will complete an aspect of the organizational analysis for 4 points each. Each week you will have an assignment which will vary in points from 1 to 10 as indicated below.

	Weekly Report	Organizational Analysis	Assignments	Total
Week 1	3	4	4	11
Week 2	3	4	4	11
Week 3	3	4	2	9
Week 4	3	4	4	11
Week 5	3	4	0	7
Week 6	3	4	7	14

Week 7	3	4	7	14
Week 8	3	4	16	23

\*Please note: all internship components are REQUIRED. Not submitting an assessment component required in the internship is not an option. Additionally, partial credit will not be given for less than 320 documented work hours or less than 8 weeks of experience. Failure to complete all hours & weeks and/or failing to submit any of the above assessment components will result in failure of the internship credits.

\*\*Also Note: While your commitment with your organization may be longer than 8 weeks, you should complete your paperwork for academic credit based on your first 8 weeks of working. So your midterm evaluation needs to be in week 4 and the final evaluation needs to be in week 8 even though those weeks may not be the middle and end of your commitment for working. Also your special project needs to be finished within the first 8 week period as well.

**Grading Scale**

90-100pts	A	60 & below	E
80-89pts	B		
70-79pts	C		

**Weekly Reports**

Each day you should be keeping track of what you are doing and provide a weekly report of your day-to-day activity. You should not post daily on blackboard but I highly recommend keeping a word document to keep your information on a daily basis on your personal computer and then transfer your information on a weekly basis to a blackboard post. Your weeks should run Sunday-Saturday and be posted by the following Tuesday. If you need to set up something different than this, please let me know the first week.

**Titles:**

For your weekly reports, please title your posts: Week \_\_\_\_ - Your Name – Organization – Weekly Hours/Cumulative Hours

IE: Week 2 – Cus Tom Er – Hotel California – 40/80

You are not all starting on the same weeks so don't be concerned if you are on a different week than someone else.

**Weekly Report Info:**

Tell us what you did. Your entries should provide complete information and context for what you are doing (none of us are there with you so explain things in detail). Readers should have a great idea of what you are doing based on these reports.

**Organizational Analysis**

In addition to your weekly report, you will be asked to elaborate on some aspect of your internship experience or the organization. Please address the questions in weekly order as they provide some context for others to understand your work and your experiences. These questions are available below as well as on blackboard. These responses will be due the same way as your weekly reports – Tuesday unless other arrangements are made. Again, I highly recommend drafting your response in a word document and transferring it to blackboard each week.

**Assignments**

There are a variety of assignments due over the course of your internship. Specific information regarding each assignment is listed under the week it is assigned.

**Special Project**

Each internship student is required to complete a special project during the 8 week internship. The nature and scope of the special project is dependent upon the type of agency and service and the specific needs of the agency supervisor. Examples of previous special projects have included: risk management manual; planning, implementing, and evaluating a special event, needs assessment, in-service training, market research, and program



evaluation. The special project should be one that facilitates the required learning experiences for the internship and makes a meaningful contribution to the agency. The Special Project should be created by the student and the internship supervisor at the beginning of the internship experience.

**Weekly Report**

As outlined in the Grading/Assessment instructions

**Organizational Analysis**

Provide some context for your internship. Tell us about the operation. What type of organization is it? Where is it located? Is it an independent single unit or multi-unit chain? Is it regional or national or international? Tell us about the other locations and explain the unit ownership. Provide specifics on capacity, rooms, sales volume, occupancy rates, admission fees, etc. depending on what is appropriate to describe your specific operation. Be as detailed as possible. Give a brief history of your organization globally and/or locally. What will you be doing with this organization? Describe your responsibility and authority. How does your work contribute to the work of the organization? Why did you choose to work for this organization? What are you hoping to learn this semester?

**Assignment: SMART Goals**

Each student should give considerable thought to what he/she would like to accomplish professionally over the course of the internship experience. Each student should develop three to five SMART (Specific, Measurable, Attainable, Realistic, Time-Oriented) goals with the internship supervisor. These goals will be revisited and reflected on initially, at midterm and at the end of the internship experience. For the initial submission, students should identify and provide rationale for each goal and articulate a plan to accomplish each of them.

Week 1

**Weekly Report**

As outlined in the Grading/Assessment instructions

**Organizational Analysis**

Provide some insight on your training and how you were familiarized with the organization and location. Tell us about the training you received. Did you meet with a representative of the Human Resources office? What types of things were discussed? Who was responsible for familiarizing you with the operation? What types of information did they include? How prepared did you feel as a result of your training and familiarization? What would have made you more prepared? What type of ongoing training are you receiving?

**Assignment: Special Project Proposal**

Each student should write a two to three page summary of his/her special project. The summary should include intermediate tasks to be accomplished with deadlines, research or information that needs to be gathered or known, budget if applicable and relevance/importance to the organization.

Week 2

**Weekly Report**

As outlined in the Grading/Assessment instructions

**Organizational Analysis**

Organizational image: Describe in as much detail as possible your customers or guests. Who is your service population/customers/target market? What do you know about them and how do you know it? What do you need to know about them? How would you go about gathering the additional information?

**Assignment: Submit your self-description and Photo**

Each student should submit a self-description along with a photo of themselves at their internship placement. For the self-description, students should complete this link to the form. You may need to cut and paste the address in your browser if you can't click on it directly.

<https://docs.google.com/spreadsheet/viewform?fromEmail=true&formkey=dEQ2SkJPeEZJVThGcTBIYklzaHZWOWc6MQ>

For the photo, your organization should be identified (ie: signage, logo, uniform, etc – whatever is most appropriate) and we should be able to clearly see your face (ie: not from 100 yards away). You will be able to upload the picture to the course website on blackboard. You will also need to sign and fax or scan and email the photo release form available on blackboard.

Week 3

Week 4

**Weekly Report**

As outlined in the Grading/Assessment instructions

**Organizational Analysis**

Describe the Staffing and Personnel. Include the staffing divisions and types of positions within each division, scheduling and increased demand times, address authority and responsibility, guest interaction, image, expectations, compensation, evaluation, etc. Be as thorough as possible.

**Assignment: Midterm Evaluation & SMART Goals Reflection**

In addition to the mid-term evaluation, students should submit a two to three page reflection on his/her progress towards achieving these goals and revise the action plan for accomplishing each of them. **Assignment:**

**Schedule your interview for Week 6**

Write a brief paragraph identifying who you have chosen to interview and why you chose them. Include the date and time of your interview.

Week 5

**Weekly Report**

As outlined in the Grading/Assessment instructions

**Organizational Analysis**

Discuss your marketing efforts, sales promotions, customer satisfaction programs, customer loyalty programs and guest programs and services.

Week 6

**Weekly Report**

As outlined in the Grading/Assessment instructions

**Organizational Analysis**

Describe one positive interaction with a customer or guest that you were involved in (please omit last names). How were you empowered to deal with the interaction? Was this something addressed in your training or experience? What impact do you think this interaction had for the customer and the organization long term? Describe one negative incident with a customer or guest that you were involved in (please omit last names). How was the situation handled or resolved? Did management get involved? Now that you have had time to reflect, what would you do differently? How often does this type of issue or interaction happen? Does this indicate any sort of systemic issue within the organization?

**Assignment: Professional Interview**

Interview someone within the organization in a management position that you aspire to be in someday (besides your internship supervisor).

Write a three to five page summary of your interview. Your summary should read like a cohesive description rather than a list of responses to questions. At a minimum, you should include the following: Describe the job and title, what are the main functions of the position? Describe a typical work day and time spent doing paperwork, dealing with customers/guests and employees. Describe the relationship of this position with other positions within the company. Who does he/she supervise? Who is his/her supervisor? What are the working conditions and what is a typical work schedule (hours, seasonality, travel, etc)? How much assistance or support staff does he/she have to do his/her position? What are the fringe benefits (discounts, insurance, vacation, compensation – you may not ask directly what the salary is but you can ask about if they feel the compensation is adequate considering the work required and/or a range of what someone could expect in this position. Discuss his/her education and background and previous experience, what does he/she recommend for someone who aspires to be in that position? What type of training with the organization did he/she receive? Ask about job satisfaction – what is enjoyable? What is difficult? What are the advancement opportunities? How is the position and/or the organization changing or evolving? What general advice does he/she have for someone entering the field?

Week 7	<b><u>Weekly Report</u></b>
	As outlined in the Grading/Assessment instructions
	<b><u>Organizational Analysis</u></b>
	What systemic issues have you noticed either as being an issue within the organization (negative) or as being a highlight of the organization (positive): ie: staffing and turnover (or lack of), customer service and handling guest issues, revenue management and financial issues, overall decision making and employee empowerment, teams working together, different management styles, etc
	<b><u>Assignment: Internship Site Recommendation</u></b>
	If another student asked you what your internship was like, how would you respond? Write a two to three page synopsis of your internship experience. Include relevant details about the kind of work you have been doing all summer and provide a critique of what was positive and what could be better. In the end, let us know if you would recommend this site as a future placement for other interns from the University of Kentucky. Feel free to add additional pages that include photographs.

Week 8	<b><u>Weekly Report</u></b>
	As outlined in the Grading/Assessment instructions
	<b><u>Organizational Analysis</u></b>
	Reflect on your internship in general... How has your internship experience helped you achieve them? What would you like to continue to develop? What have you mastered? What have you realized you still need to learn? What are you taking away from this experience?
	<b><u>Assignment: Final Evaluation and SMART Goals Reflection</u></b>
	For the final evaluation, students should provide a two to three page reflection on his/her success achieving the goals and outline the significance or importance of having accomplished each goal in terms of professional development or personal growth. Students should also submit his/her Final Evaluation.
	<b><u>Special Project Analysis &amp; Evaluation</u></b>
	Students should present his/her special project. Depending on the specific project chosen, this may take on different forms. It should also be accompanied by a 3-5 page summary and your supervisor's evaluation.

### Course Policies

#### Attendance

Just as you are expected to attend classes each day and arrive on time, you are expected to attend your internship each day and arrive on time and prepared for the day's tasks. Just as you would notify your instructor of excused absences, you should notify your internship supervisor of any variations in your schedule. Use the University guidelines for acceptable excused absences... serious illness; illness or death of family member; University-related trips; major religious holidays; other circumstances you find to be "reasonable cause for nonattendance". **More than 3 excused absences may result in failure of the course. More than one unreported or unexcused absence may result in failure of the course.**

Keep In Mind:

- Doctors, Dentist, Attorney, etc. appointments should be made at times other than during your internship responsibilities.
- It is your responsibility to get word to both me and your internship supervisor via email or voicemail BEFORE your absence and make the necessary arrangements.
- If you unexpectedly miss class, you should provide a written excuse and submit any missed work at the next regularly scheduled work day to both me and your internship supervisor. **THIS IS YOUR RESPONSIBILITY AND I WILL NOT ASK FOR THIS DOCUMENTATION.**

## **Academic Integrity**

Academic integrity is essential to the existence of an academic community. Every student is responsible for fostering a culture of academic honesty, and for maintaining the integrity and academic reputation of The University of Kentucky. Maintaining a culture that supports learning and growth requires that each student make a commitment to the fundamental academic values: honesty, integrity, responsibility, trust, respect for self and others, fairness and justice.

Violations of the academic integrity policy include cheating, plagiarism or lying about academic matters. Plagiarism is defined as any use of another writer's words, concepts, or sequence of ideas without acknowledging that writer by the use of proper documentation. Not only the direct quotation of another writer's words, but also any paraphrase or summary of another writer's concepts or ideas without documentation is plagiarizing that writer's materials. Academic dishonesty is a profoundly serious offense because it involved an act of fraud that jeopardizes genuine efforts by faculty and students to teach and learn together.

All incidents of cheating and plagiarism are taken very seriously at the University of Kentucky, and there are specific policies and procedures in place to prosecute them. See S.R. 6.3.0 (pdf) for the exact Senate Rules regarding academic offenses.

- If you are accused of cheating, you would first meet with the course instructor and the department chair or a designated faculty member. At that time, you will be given the opportunity to explain your side of the story.
- If the instructor and chair (or designee) want to proceed with the charge, you have the right to appeal the decision by contacting the Academic Ombud within 10 days. Penalties for an academic offense range from a zero on the assignment (for a first offense) to suspension or expulsion. A record of each academic offense will be held in the Registrar's Office, and in some cases can even be recorded on your transcript.
- If you are accused of an academic offense and want to appeal your guilt or the severity of the sanction being imposed, you may contact the Academic Ombud Services Office to schedule a meeting with the Ombud.
- If you do not contact our office within ten days, you will receive a letter from our office notifying you and other relevant parties that the finding and the penalty outlined in the letter mentioned above will stand.
- If you wish to contest the finding, contact our office within 10 days. The Ombud will then attempt to resolve the case to the satisfaction of all involved parties within 20 days of receiving your written request.
- If the department stands by the original charge and penalty, you will submit your case in writing to the Ombud and the Ombud will investigate the details and forward the case to the University Appeals Board (UAB) for a hearing. Note: You have the right of class participation and attendance during the consideration of any appeal (6.4.4.B.2)

More information can be found at [http://www.uky.edu/Ombud/ForStudents\\_AcademicIntegrity.php](http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php)

**Basically:** Do your own work unless the assignment is designed to be collaborative and give credit to someone else when you use their work by using appropriate APA citations and referencing. It doesn't make the joke less funny when you say someone told me this...

**Cell Phones/Texting Policy**

While each business/organization/agency will have organizational policies concerning cell phones and/or texting. In general, you should not be talking or texting on your phone while you are working for your internship.

**Accommodations due to disability:**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

**General Behavior/Professionalism**

While on your internship, you are a representative of both the Retailing and Tourism Management Department as well as the University of Kentucky. You are being prepared to enter the professional community you will encounter in the field of Hospitality and Tourism Management or Merchandising, Apparel and Textiles. You are expected to conduct yourself as professional in terms of body language, dress, behavior, demeanor, attitude, language and ethical behavior. This is your culminating academic experience and you will get out of it what you put into it. We expect great feedback from your site supervisor regarding your performance during this internship.