Course Information

Date Submitted: 10/21/2015

Current Prefix and Number: RTM - Retailing &Tourism Management,   RTM 690 IND EXP IN RETAILING AND TOURISM MNGMNT

Other Course:

Proposed Prefix and Number: RTM 690

What type of change is being proposed?

> Major – Add Distance Learning

Should this course be a UK Core Course?   No

1. General Information

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

b. Department/Division: Retailing &Tourism Management

c. Is there a change in 'ownership' of the course?   No

   If YES, what college/department will offer the course instead: Select...

e. Contact Person

> Name: Scarlett Wesley
>
> Email: scarlett.wesley@uky.edu
>
> Phone: 859-257-7778

   Responsible Faculty ID (if different from Contact)

> Name:
>
> Email:
>
> Phone:

f. Requested Effective Date

   Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: INDUSTRY EXPERIENCE IN RETAILING AND TOURISM MANAGEMENT

   Proposed Title: INDUSTRY EXPERIENCE IN RETAILING AND TOURISM MANAGEMENT

c. Current Transcript Title: IND EXP IN RETAILING AND TOURISM MNGMNT

   Proposed Transcript Title:

d. Current Cross-listing: none

   Proposed – ADD Cross-listing :

   Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

   Proposed Meeting Patterns

      OTHER: Industry Experience

      OTHEREXPLAIN: professional industry experience

f. Current Grading System: Graduate School Grade Scale

   Proposed Grading System: *Graduate School Grade Scale*

g. Current number of credit hours: 6

   Proposed number of credit hours: 6

h. Currently, is this course repeatable for additional credit?   No

   Proposed to be repeatable for additional credit?   No

   If Yes: Maximum number of credit hours:

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

2i. Current 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.

   Proposed 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.

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

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

2k. Current Supplementary Teaching Component:

   Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus?   No

   Proposed to be taught off campus?   No

   If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed?   No

   If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change?   No

    If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program?   No

    If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name: Scarlett Wesley

Instructor Email: scarlett.wesley@uky.edu

Internet/Web-based: Yes

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?   This course syllabus does conform to the University Senate Syllabus Guidelines, specifically the Distance Learning Considerations. All materials for this course will be managed on the student Canvas system.

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.   Content for the Distance Learning student will be the same as for a classroom-based student. Students taking an online course will be offered the same services as students enrolled in face to face courses at the University of Kentucky in the Department of Retailing and Tourism Management. When two sections of the same course are offered, one being face to face and one being distance, students will be held to the same requirements for each, have the same content presented to them, and be assessed in the same ways for each.

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.   Students will submit work in Canvas using the appropriate course website. Canvas is a password protected system. Students are given the University's policy regarding academic integrity on their syllabus. There will be no exams given for assessment in this course.

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?   no

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?   Students in an online section of this course will be given access to the same materials and information as any face to face students taking this course. These materials and information will be delivered to students via Canvas and the course webpage located on Canvas. Online students will have access to all services at the University of Kentucky. The instructor for this course will also be available electronically to the students taking the online section via virtual office hours and the Canvas course webpage.

6.How do course requirements ensure that students make appropriate use of learning resources? Students in both the distance learning and classroom setting sections of this course will be given all course materials via Canvas.

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. All necessary access for students enrolled in an online section of this course is provided on the Canvas course webpage. This includes course materials, discussion boards, submission of assignments, syllabus, and readings. The instructor will also use Canvas to communicate with students and as a way to provide the most updated information about the course.

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/)? The following statement appears on the syllabus: Canvas Course website, syllabus, course materials, assignments, grades and external resources and important announcements will be posted on Canvas from time to time; therefore, it is crucial that you make it a habit to check the course website frequently. The Blackboard system utilizes your @uky e-mail address as the default. The instructor will use the Canvas "communications" tab to send important information and announcements during the semester. Therefore, you should make it a habit to check your UK email account regularly, or make arrangements to have your e-mail forwarded to the account you check most frequently. If you have technical problem to access the course materials please contact TASC (www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (www.uky.edu/UKIT/; 859- 257-1300).

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

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. Course will be delivered using Canvas.

10.Does the syllabus contain all the required components? YES

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

Instructor Name: Scarlett Wesley

SIGNATURE|VPWICK0|Vanessa P Jackson|RTM 690 CHANGE Dept Review|20150417

SIGNATURE|LGRABAU|Larry J Grabau|RTM 690 CHANGE College Review|20150925

SIGNATURE|ZNNIKO0|Roshan Nikou|RTM 690 CHANGE Graduate Council Review|20151028

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Attachments:

[Browse...]   Upload File

	ID	Attachment
Delete	5576	RTM 690 Industry Experience in Retailing and Touri

[First] 1 [Last]

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:	RTM – Retailing & Tourism Management ▾ RTM 690 IND EXP IN RETAILING AND TOURISM MNGMNT ▾	*Proposed Prefix & Number*: (example: PHY 401G) ☐ Check if same as current		**RTM 690**
*	What type of change is being proposed?	☐ Major Change ☑ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, exception 6 the same "hundred series" ☐ Minor - editorial change in course title or description which does not im in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a change in cc content or emphasis, or which is made necessary by the elimination or sig alteration of the prerequisite(s) ☐ Minor - a cross listing of a course as described above		

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

1.	General Information			
a.	Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT		Submission Date:	10/21/2015
b.	Department/Division:	Retailing & Tourism Management		
c.*	Is there a change in "ownership" of the course?			
	○ Yes ◉ No If YES, what college/department will offer the course instead?	Select... ▾		
e.*	* Contact Person Name: Scarlett Wesley Email: scarlett.wesley@uky.edu Phone: 859-257-7778 * Responsible Faculty ID (if different from Contact) Email: Phone:			
f.*	Requested Effective Date:	☑ Semester Following Approval	OR	Specific Term: ²
2.	Designation and Description of Proposed Course.			
a.	Current Distance Learning(DL) Status:	○ N/A ○ Already approved for DL* ◉ Please Add ○ Please Drop		
	*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) tha proposed changes do not affect DL delivery.			
b.	Full Title:	INDUSTRY EXPERIENCE IN RETAILING AND TOURISM MANAGEMENT	Proposed Title: *	INDUSTRY EXPERIENCE IN RETAILING AND TOURISM MANAGI
c.	Current Transcript Title (if full title is more than 40 characters):		IND EXP IN RETAILING AND TOURISM MNGMNT	
c.	*Proposed Transcript Title (if full title is more than 40 characters):*			
d.	**Current Cross-listing:**	☑ N/A	OR	Currently² Cross-listed with (Prefix & Number): none
	Proposed – ADD¹ Cross-listing (Prefix & Number):			

	Proposed – REMOVE [3,4] Cross-listing (Prefix & Number):					

e. Courses must be described by **at least one** of the meeting patterns below. Include number of actual contact hours [5] for each meeting pattern type.

Current:	Lecture	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

Proposed: *	Lecture	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other Industry Experience	Please explain: professional industry	

f.	**Current Grading System:**	Graduate School Grade Scale

		○ Letter (A, B, C, etc.)
	Proposed Grading System:*	○ Pass/Fail
		○ Medicine Numeric Grade (Non-medical students will receive a letter grade)
		◉ Graduate School Grade Scale

g.	**Current number of credit hours:**	6	Proposed number of credit hours: *	6

h.*	**Currently, is this course repeatable for additional credit?**	○ Yes ◉ No
*	Proposed to be 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

i. **Current 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.

* *Proposed 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.

j. **Current Prerequisites, if any:**

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

* *Proposed Prerequisites, if any:*

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

k.	**Current Supplementary Teaching Component, if any:**	○ Community-Based Experience
		○ Service Learning
		○ Both

	Proposed Supplementary Teaching Component:	○ Community-Based Experience
		○ Service Learning
		○ Both
		○ No Change

3.	Currently, is this course taught off campus?	○ Yes ⦿ No
*	*Proposed to be taught off campus?*	○ Yes ⦿ No
	If YES, enter the off campus address:	

4.*	Are significant changes in content/student learning outcomes of the course being proposed?	○ Yes ⦿ No
	If YES, explain and offer brief rationale:	

5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	○ Yes ⦿ No
	If YES, identify the depts. and/or pgms:	

b.*	Will modifying this course result in a new requirement[Z] for ANY program?	○ Yes ⦿ No
	If YES[Z], list the program(s) here:	

6.	Information to be Placed on Syllabus.	
a.	☐ Check box if <u>changed to</u> 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and *you must include the differentiatior* undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; anc establishing different grading criteria in the course for graduate students. (See *SR 3.1.4*.)

Distance Learning Form

This form must accompany <u>every</u> submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for

All fields are required!

<u>Introduction/Definition</u>: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instruct in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer techno

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the require** below are satisfied at the individual course level. It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equi experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	RTM 690	Date:	4/17/2015
Instructor Name:	Scarlett Wesley	Instructor Email:	scarlett.wesley@uky.edu

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based ☑   Interactive Video ☐   Hybrid ☐

Curriculum and Instruction

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

   This course syllabus does conform to the University Senate Syllabus Guidelines, specifically the Distance Learning Considerations. All materials for this course will be managed on the student Canvas system.

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 goa assessment of student learning outcomes, etc.

   Content for the Distance Learning student will be the same as for a classroom-based student. Students taking an online course will be offered the same services as students enrolled in face to face courses at the University

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; acad offense policy; etc.

Students will submit work in Canvas using the appropriate course website. Canvas is a password protected system. Students are given the University's policy regarding academic integrity on their syllabus. There will be no

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 a DL, as defined above?

no

Which percentage, and which program(s)?

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL deliv be six months from the date of approval.

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 se

Students in an online section of this course will be given access to the same materials and information as any face to face students taking this course. These materials and information will be delivered to students via

Library and Learning Resources

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

Students in both the distance learning and classroom setting sections of this course will be given all course materials via Canvas.

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

All necessary access for students enrolled in an online section of this course is provided on the Canvas course webpage. This includes course materials, discussion boards, submission of assignments, syllabus, and readings.

Student Services

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/ of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

The following statement appears on the syllabus: Canvas Course website, syllabus, course materials, assignments, grades and external resources and important announcements will be posted on Canvas from time to time; therefore,

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

◉ Yes
○ No

If no, explain how students 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.

Course will be delivered using Canvas.

10. Does the syllabus contain all the required components, below? ☑ Yes

   - Instructor's *virtual* office hours, if any.
   - The technological requirements for the course.
   - Contact information for Distance Learning programs (http://www.uky.edu/DistanceLearning) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/Help/; 859-218-HELP).
   - Procedure for resolving technical complaints.
   - Preferred method for reaching instructor, e.g. email, phone, text message.
   - Maximum timeframe for responding to student communications.
   - Language pertaining academic accommodations:
      - "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Res Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
   - Specific dates of face-to-face or synchronous class meetings, if any.
   - Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
      - Carla Cantagallo, DL Librarian
      - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
      - Email: dllservice@email.uky.edu
      - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

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

Instructor Name:
Scarlett Wesley

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (http://www.uky.edu/UKIT/Help)

Revised 8/09

[1]See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "n form will be sent to appropriate academic Council for normal processing and contact person is informed.

[2]Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab me meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)

[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

[7]In order to change a program, a program change form must also be submitted.

DEPARTMENT OF RETAILING & TOURISM MANAGEMENT
RTM 690 INDUSTRY EXPERIENCE IN RETAILING AND TOURISM MANAGEMENT

Instructor Information
Instructor: Master's Advisor: The graduate student's advisor will supervise their Internship.
Office:
Email:
Phone:
Preferred Method of Contact: Email, will respond within 2 business days.

Course Description
Supervised industry experience with a cooperative establishment in the student's 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. Prereq: Graduate student standing. Approval of department and student's plan of work committee.

Course Learning Outcomes:
At the conclusion of this industry experience (400 hours over at least 8 weeks), students will be able to:
1. Articulate the relationship between an organization's purpose, service philosophy, and customer and guest expectations.
2. Be able to process constructive feedback from both the site supervisor and the internship coordinator to enhance performance.
3. Assess his/her performance, in light of one's expressed goals and abilities to create a plan for entering the profession after graduation.

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. You are required to keep a daily journal. You will be required to submit this journal as outlined in the course calendar.

Contact information for Distance Learning Library Services

Phone: (859) 218-1240
Fax: (859) 257-0505
E-mail: dllservice@lsv.uky.edu

Librarian: Carla Cantagallo
2-2, north wing, William T. Young Library 0456

Website: http://libraries.uky.edu/dlls

Required Assignments:

Daily Journal Entries

You are required to keep a journal and record daily entries. You will need to address specific questions which are listed below for each week in your daily journal entries. You do not need to address each question every day. Just make sure you have answered each question in your journal by the end of that week. You will NOT be required to turn in your journal as the questions will also be answered in your reports which you submit on Canvas.

Reports

Each day you should be keeping track of what you are doing and recording this in your journal. There are questions listed below that need to be answered for each week in your journal. You will provide a bi-weekly or monthly report (depending on when you do your internship) of your day-to-day activity. You should not post daily on Canvas. Your weeks should run Sunday-Saturday. If you need to set up something different than this, please let your Master's advisor know the first week.

Titles:

For your reports, please title your posts: Weeks ___ - Your Name – Organization – Hours/Cumulative Hours
       IE: Weeks 3 & 4 – (Master's advisor)

Please also keep your pay stubs or some form of proof of your hours worked. We will need to see this if there are any questions regarding your required hours.

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. There are questions listed below in your weekly schedule that you need to address in your journal entries and also in your reports. **Each report should be between 1-2 pages in length.**

Final Paper

At least a week before of your scheduled presentation you should turn in the final paper to your committee. The paper should be in APA format and professionally written.
Minimum 10 references should be included.
Your final paper should include:

- Your experience
- Company description (including its history and details about the owners/upper management)
- Merchandise mix or hospitality product mix
- Target customers
- Current marketing strategy
- Position(s) you held or duties you preformed at the internship
- Literature review from research journals pertaining to the company
- Recommendations for the company based on the concepts learned throughout your graduate program
- References

Final Presentation (Graduate School Requirements):

You will be required to present your experiences to your committee and faculty members. This presentation will include a visual aid, such as PowerPoint. The presentation will be a synopsis of the following;
- Your experience
- Company description (including its history and details about the owners/upper management)
- Merchandise mix or hospitality product mix
- Target customers
- Current marketing strategy
- Position(s) you held or duties you preformed at the internship
- Literature review from research journals pertaining to the company
- Recommendations for the company based on the concepts learned throughout your graduate program
- References

You will be required to register your presentation with the graduate school and set a date for faculty to attend. Faculty will be required to assign a pass/fail grade to your presentation.

Grading/Assessment Opportunities

You are required to keep a daily journal of your experiences at your internship. You will compile your journal entries every for your Canvas Reports. Each of the four reports will be worth 25 points.
Your mid-term evaluation should be completed with your supervisor at week *4 of your internship and submitted on Canvas. It will be worth 25 points. The final evaluation should also be completed with your internship supervisor and submitted on week *8 of your internship. The final evaluation will be worth 25 points.
Your self-description, photo and photo release form will be submitted on Canvas on week *6 and will be worth 50 points. There is a total of 200 points for the internship.
Your presentation and final report are worth a total of 300 points.

Please note weeks listed above are for Summer internships. If you are completing your internship during the Fall or Spring semester you will need to turn in your documents as follows;
Mid-Term Evaluation – due week 8
Self-description, photo and photo release form – due week 12
Final Evaluation – due week 16

In addition to the above assignments you will be required to turn in a contract before your internship begins. This is a form you will receive from your Master's Advisor that is an agreement between you and your internship supervisor. It contains information you must fill out with your supervisor pertaining to rate of pay, work start date, duties and responsibilities, and MUST be signed by both yourself and your supervisor before it is turned in to your Master's Advisor. You will not be allowed to begin your internship until this is completed.

*Please note: all internship components are REQUIRED. Not submitting a Report or other component is not an option. Additionally, partial credit will not be given for less than 400 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 components will result in failure of the internship credits.

Graduate Internship Course Requirements

	Points
Contract	
Canvas Reports Entries (4 @ 25)	100
Mid-Term Evaluation	25
Final Evaluation	25
Self-Description, Photo & Photo Release Form	50
Presentation of Experience	200
Final Paper	100
Total	**500**

Grading Scale
A = 450-500
B = 400-449
C = 350-399
E = Below 350

Course Policies: You will be responsible for checking class website, reading all articles and other class materials, contributing to the class, and completing all assignments on time. You are expected to adhere to all relevant University rules and regulations, to follow the course syllabus and schedule.

Attendance

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 your Master's advisor and your internship supervisor via email or voicemail BEFORE your absence and make the necessary arrangements.
- If you unexpectedly miss work, you should provide a written excuse and submit any missed work at the next regularly scheduled work day to both your Master's advisor and your internship supervisor. THIS IS YOUR RESPONSIBILITY AND WE WILL NOT ASK FOR THIS DOCUMENTATION.

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the

practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1). **Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Technology

The University of Kentucky strongly recommends that each student purchase a personal laptop computer or equivalent tablet device. A student's program requirements, budget, and preference should be the primary factors in choosing a laptop/tablet. Most laptops on the market will meet basic needs; however, UK offers a few guidelines. A student should also consider the major he or she will be pursuing, as some areas of study may have more stringent requirements than the recommendations listed below.

Minimum suggested laptop computer hardware:
- Processor: Dual Core 1.3 Ghz or higher
- RAM: 4 GB minimum (more preferred)
- Hard Drive: 250 GB or larger preferred (minimum 100 GB or larger)
- Wireless card: 802.11n preferred (minimum 802.11 b/g compatible)
- Operating system: Most recent version for your hardware (for example, Mac 0S 10.7+ or Windows 7+)
- Up-to-date virus software, preferably installed before coming to campus
- Webcam (some laptops come with an integrated webcam and will not require an external device)
- Headphones or headset with microphone
- *Other helpful options:* DVD/CD drive/burner, external hard drive (for data backup/extra storage), wired usb mouse, and laptop security cable

Minimum suggested tablet computer hardware:
- Processor: Dual Core 1.3 Ghz or higher | Apple A5 or higher
- Storage capacity: 32 GB or larger
- Wireless card: 802.11n preferred (minimum 802.11 b/g compatible)
- Operating system: Most recent version for your hardware (for example, Windows 8.1, Windows RT, iOS 7)
- *Other helpful options:* Adapters / Other Hardware.

Canvas Access Required
The course WEBSITE on UK's Canvas will provide: syllabus, readings, supplemental materials, grades and e-communications with instructors, teaching assistants, team members and fellow students. Be sure to check Canvas daily and if you do not, you may not receive important information that can affect your grade. The Canvas system utilizes your @uky e-mail address as the default. The instructor will use the Canvas "communications" tab to send important information and announcements during the semester. Therefore, you should make it a habit to check your UK email account regularly, or make arrangements to have your e-mail forwarded to the account you check most frequently. If you have technical problem to access the course materials please contact TASC (www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (www.uky.edu/UKIT/; 859-257-1300).

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.

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.

General Behavior/Professionalism
While on your internship, you are a representative of 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 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.

Schedule of Assignments and Requirements

Week 1 Summer **Week 1&2 Spring/Fall**	**Journal Entries** This information will be submitted in your report which you will submit on Canvas. 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?
Week 2 Summer **Week 3&4 Spring/Fall**	**Journal Entries** 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? **Report** Please submit this on Canvas on Friday of week 2 for summer or week 4 for Fall or Spring internships. This should be a detailed report including each of the questions in the above two blocks you have recorded in your journal.
Week 3 Summer **Week 5&6 Spring/Fall**	**Journal Entries** 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?
Week 4 Summer **Week 7&8 Spring/Fall**	**Journal Entries** 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 through as possible. **Report** Please submit this on Canvas the Friday of your 4th week if you are Summer or Week 8 if you are Fall/Spring. This should be a detailed report including each of the questions in the last two blocks above which you have recorded in your journal. **Assignment: Midterm Evaluation** You need to submit your mid-term evaluation this week on Canvas!

Week 5 Summer **Week 9&10 Spring/Fall**	**Journal Entries** Discuss your companies' marketing efforts, sales promotions, customer satisfaction programs, customer loyalty programs and guest programs and services.
Week 6 Summer **Week 11&12 Spring/Fall**	**Journal Entries** 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? **Report** Please submit this on Canvas the Friday of your 6th week for summer or week 12 for Spring/Fall. This should be a detailed report including each of the questions in the last 2 blocks above you have recorded in your journal. In addition to your report each student should submit a self-description along with a photo of themselves at their internship placement. **Self-Description** 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=dEQ2SkJPeEZJ VThGcTBiYkIzaHZWOWc6MQ 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 Canvas. You will also need to sign and fax or scan and email the photo release form available on Canvas.

Week 7 Summer **Week 13&14 Spring/Fall**	**Journal Entries** 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
Week 8 Summer **Week 15&16 Spring/Fall**	**Journal Entries** 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? **Report** Please submit this on Canvas the Friday of your 8th week for summer or week 16 for Spring/Fall. This should be a detailed report including each of the questions in the above 2 blocks you have recorded in your journal.