COURSE: 45093 - PANM 4700 - 0
TITLE: Internship
CREDIT: 6

FACULTY:

Faculty Name: Dr. Irina Khmelko   Mailbox: 417 Fletcher Hall
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Office Hours: W, R 12:30-1:30pm   Chattanooga, TN 37403
or by appointment (office hours sometimes get canceled for
meetings, etc.; emailing ahead and making appointments are always good ideas)
Office Phone: 423- 425-5755 (the best way to reach me in via e-mail, please use e-mail to
communicate with me).
Response time to e-mails: all e-mails will be answered within next two business days.

PREREQUISITES AND COREQUISITES:
Minimum 2.0 overall grade point average, a 2.25 grade point average in all PANM
courses, senior standing, and recommendation of the faculty.
Co-requisite: PANM 4750

COURSE DESCRIPTION:
Supervised internship in a public or nonprofit organization related to a student's
academic and career goals. Students must apply to the PANM advisor for admission to
field placement. The application for admission must be completed by October 15 of the
semester prior to enrollment in PANM 4700. Students seeking internships will be
expected to adjust their schedules to accommodate the work environment and hours of
the host agency. Minimum 2.0 overall grade point average, a 2.25 grade point average in
all PANM courses, senior standing, and recommendation of the faculty. Graded on a
satisfactory/ no credit basis.

COURSE OUTCOMES:
Gaining practical experience in a public or nonprofit organization related to a student's
academic and career goals.

EVALUATION/ASSESSMENT:
Graded on a satisfactory/ no credit basis.

CLASS PARTICIPATION/ATTENDANCE POLICY:
Internship needs to be taken seriously because it is a hands on job experience. You do **<u>NOT</u>** need to come to class, but you do need to be at your work place regularly and keep up with the schedule set up by your employer. Please keep log of your work hours and discuss it weekly with your supervisor at work. Forward copies of your weekly hours to the instructor on a weekly basis (use regular e-mail). Ask your supervisor to e-mail me the number of hours that you have completed prior to September 25 between September 25 and 29.

You will need to complete 300 hours with the same employer to receive full credit in this class. Your employer and the instructor will communicate and you need to have an excellent evaluation of your performance with the organization to receive full credit in this class.

REQUIRED TEXTBOOK/RESOURSES: *No textbook required*

COMMUNICATION: To enhance student services, the University uses your UTC email address for all communications. Please check your UTC email on a regular basis. If you have problems with accessing your UTC email account, contact the Call Center at 423/425-4000.
I will respond to your e-mails within the next two business days.

You need to check announcements on our Blackboard regularly.

Let the instructor know, if you need any special accommodations. In addition, please keep in touch with the instructor and communicate to the instructor your concerns or anything that is related to your internship and requires instructor's attention.

ACCOMMODATION STATEMENT
If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall.

COUNSELING CENTER STATEMENT
If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438.

HONOR CODE PLEDGE (from the <u>UTC Student Handbook</u>)
I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to insure that the Honor Code is upheld by others and the I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

<u>Blackboard:</u>

Blackboard may be accessed at http://utconline.utc.edu. Some of the useful links there are:

Announcements: The announcements page is the point of entry for the site. Here, the instructor will post announcements as needed throughout the course. UTC may also occasionally post announcements here as well. Students need to check announcements regularly.

Syllabus: This page includes this syllabus—the official guide to the course!

Grades: where students can check their grades.

Help: links students to information about how to use Blackboard.