



TEXAS A&M UNIVERSITY
SAN ANTONIO

MGMT 3328.600, MANAGEMENT INTERNSHIP, FALL 2026, CRN: 14147

Department of Management and Marketing, College of Business

Course Syllabus

Course Information Topic	Topic Details
Class Modality	Online – Asynchronous
Class Meeting Time and Place	Online – Asynchronous (Attendance Not Required)
Class Duration	08/24/2026 - 12/11/2026 (16 weeks)
Instructor	Dr. F. Irene Waggoner
Office	REMOTE
Email Address	Irene.Waggoner@tamusa.edu
Phone	210-744-1188 Calls and texts are welcome
Zoom Link	https://tamusa.zoom.us/j/7014589330
Course Website	https://tamusa.blackboard.com
Office Hours	Mondays and Wednesdays 1:00 pm – 5:00 pm

Catalog Course Description: An off-campus learning experience allowing the acquisition and application of management skills in an actual work setting.

Course Objectives: Students are required to complete 50 hours of performing work at a business and/or industrial service setting related to their program objectives, supervised by a designated business professional, in addition to course requirements, to achieve one credit-hour for this academic internship (up to three credit hours total at 150 work hours).

Prerequisite: admitted into the College of Business, MGMT 3325, and department approval.

Student Learning Outcomes:

After successful completion of this course, students will be able to:

1. Demonstrate a self-awareness of the professional skills, attitudes, values, ethics, and behavior patterns required to be successful in a business setting.

2. Demonstrate benefits of practical experience and real-world skills in a variety of business management functions.
3. Participate fully in the execution of work processes under the direction of a business professional in order to improve the basic skills required of a business professional.
4. Explore and develop the professional personality traits, attitudes and ethics required to meet the demands of a position in a business organization.
5. Plan and execute a process by which a defined project is completed at the workplace.
6. Utilize all previous education and make appropriate connections with theories, principles and best practices with “real-world” experiences.

Required Materials: Textbook - NONE

Blackboard: Connect to <http://tamusa.blackboard.com>. This course has been designated as an ONLINE **ASYNCHRONOUS** course. You will have access to all deliverables, instructions, quizzes and supplementary materials in Blackboard.

Software: Suggested: Software tools such as Grammarly, advanced functions in Microsoft Word, and other software use is encouraged to support employer work-related requests.

Time Expectation for coursework: Students are expected to spend 15-20 hours per week at the workplace or under direct supervision, if allowed to work from home. In addition, approximately 1-2 hours may be required to upload deliverables, documents, and journal entries. Based on the background, some student may require more time.

Other Recommended / Reading Materials: Additional reading materials may be required by the employer, either as training requirements or preparation for various work assignments.

Course Requirements every student must fulfill in order to succeed in course:

1. Primary responsibility will be adhering to the employer’s established work schedule for the intern, negotiated by the student and the employer.
2. Students must notify the employer and the instructor of any work absences as early as possible.
3. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
4. Students should keep current with all course assignments, quizzes, and examinations.
5. Students should ask questions and communicate with the instructor either online or off-line

Grading Policy: The final course grade will be based on your performance established by the employer, and reported in regular feedback, using the following weights:

Attendance at Work Site	80%
Journal / Assignments	5%
Supervisor Final Appraisal	5%
Intern Self-Evaluation Final Appraisal	5%
Final Presentation: Narrated PPT	5%
Total	100%

The final letter grades will be assigned as follows: Above 90% $\Rightarrow$ A; 80 – 89% $\Rightarrow$ B; 70 – 79% $\Rightarrow$ C; 60 – 69% $\Rightarrow$ D; Below 60% $\Rightarrow$ F.

AACSB Assessment:

The College of Business received AACSB accreditation in Spring 2023. As part of that ongoing process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.

Quizzes and Exams

- None required.

Assignments and Research:

- There will be several assignments and projects during the course, established, supervised, and performance measured by the employer. Academic assignments and due dates will be posted through Blackboard.

Participation and Attendance:

- Attendance and adherence to the employer-established work schedule is mandatory.

Make-up and Late Assignment policy: As a general rule, make-ups or late submissions will **NOT** be offered or accepted for any missed assignments. Late submissions or make-ups may be accepted/administered only in extraordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within a few days of the missed assignment.

Class conduct and civility code: Interns are expected to dress appropriately, conduct themselves in a professional manner, and to follow all rules, policies and procedures in the employer's workplace:

1. **Attendance and adherence to the employer-established work schedule is mandatory.**
2. Student must retain copies of all assignments and graded work for verification purposes. Keep copies of all computer files and e-mails.
3. All communications to the instructor for this course will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The instructor will reply to a student e-mail messages and voice messages within 24 hours during week days (Monday-Friday).
4. All assignment submissions must be uploaded to Blackboard by the due date.

Anyone violating these policies may be subject to disciplinary actions.

Class Attendance and Participation:

****ATTENDANCE IS CRITICAL ** Students enrolled in this internship course must be committed to devoting their full time and attention to the work schedule that has been arranged by the employer.**

Last minute issues (illness, etc.) – please contact me immediately (210-744-1188) and if you must be absent from a work assignment, you **MUST** demonstrate professional courtesy by contacting your employer at the earliest possible moment. Any “attendance problems” reported by your employer will result in significant grade penalties.

Students enrolled in the management internship will be taking a hybrid version of the course. The internship hybrid classes require 80% work attendance at employer’s place of business, 20% online activity.

FALL 2026 MGMT 3328.100 MANAGEMENT INTERNSHIP INTERNSHIPS SCHEDULES: WORK SCHEDULES / DELIVERABLE DUE DATES MAY VARY

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

Note: the following are “guideline” dates – each employer situation is unique – so links will be open throughout the semester, but will serve as reminders of deliverables.

Week	Dates	Chapter and Topic	Due Sunday, 11:59 PM
1	08/24-30	REVIEW: Syllabus, Overview of course and work assignments •	08/30
2	08/31-09/06	Pre-Internship documents • Information gathered during internship search • Current resume Interviewing activities form	08/30 Upload or insert N/A, but provide what information you have
3	09/07-13	Internship documents: • Initial skills assessment (student) • Initial skills assessment (employer) • Learning agreement: goals / strategies (student / employer) • Work schedule • Job description Journal entries: Suggested topics – goals and expectations (student and employer), orientation / onboarding activities	09/13 Official job descriptions are preferred, and are occasionally created by the student – ensure they are approved before uploading.
3	09/14-20	Journal entries: Suggested topics – challenges – projects, collaboration, interdependencies	09/20
4	09/21-27	Journal entries: Suggested topics – training and developmental opportunities	09/27
5	09/28-10/04	Journal entries: Suggested topics - what am I contributing?	10/04
6	10/05-11	Internship Documents: • Mid-term / evaluation Journal entries: Suggested topics – what do I need to work on to improve my performance?	10/11
7	10/12-18	Journal entries: Suggested topics – what am I learning about the organization’s strategic plan and mission? What is my role to help implement the strategy and vision?	10/18
8	10/18-25	Journal entries: insights from your perspective on this organization – ways to make things better?	10/25
9	10/26-11/01	Journal entries: suggestions for future interns?	11/01
10	11/02-08	Journal entries: Suggested topics – reflections of overall internship experience at this organization	11/08

	11/09-15	Journal entries: Suggested topics – exit conversations: strengths/weaknesses, improvement goals	11/15
	11/16-22	Journal entries: suggested topics – evaluation of assigned projects and wrap-up with HR supervisor and team, final thoughts on overall internship experience, get permissions for any photos with colleagues for your final presentation	11/22
	11/23-29	THANKSGIVING HOLIDAYS – No Classes **PLEASE ADHERE TO YOUR AGREED UPON EMPLOYER’S SCHEDULE**	No Deliverables
	11/30-12/06	Compile and review journal entries to prepare for your final presentation	12/06
	12/05-11	FINAL EXAMS WEEK	
		FINAL PRESENTATION (Narrated PowerPoint / Video) DUE: 12/06 (Sunday), 11:59 pm NOTE: BlackBoard closes at midnight, Ensure all final internship documents are submitted by 11:49 pm, Friday, 12/11/2026 • Final evaluation and skills assessment (student) • Final evaluation and skills assessment (supervisor) • Obtain / submit all remaining feedback, documents, and paperwork from employer • Submit final presentation • Submit updated resume • Submit copy of thank you letter to employer	12/06 (Sunday)
	12/11	End of Term (Friday)	
	12/16	Grades Due	
	12/17	Grades Available on JagWire	

University Email Policy and Course Communications: All correspondence between professors and students must occur via TAMUSA email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357.

IMPORTANT INFORMATION

University Email Policy and Course Communications: All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](#) or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their academic accommodations with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 7841307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

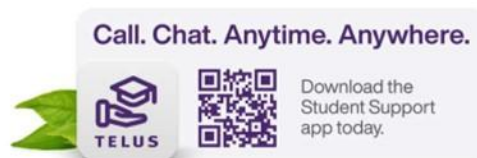
While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found [here](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral

presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. Students wanting to work in realtime with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots’ Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including

harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-7842061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or

attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

Important FALL 2026 Academic Calendar Dates: The complete academic calendar is available online: <https://www.tamusa.edu//academics/academic-calendar/current-year/Fall-2026.html>

Fall 2026

Date	Day	Event
August 19	Wednesday	Student enrolled will receive a billing statement
August 20	Thursday	Tuition & fee payment deadline
August 20	Thursday	Payment of Balance on student account due or payment plan set up
August 21	Friday	\$35 late payment fee assessed
August 21	Friday	Last day to withdraw from all classes to receive a 100% refund of tuition and fees
August 24	Monday	First class day
August 28	Friday	Last day to withdraw from all classes to receive an 80% refund of tuition and fees
August 31	Monday	Last day to register
September 4	Friday	Last day to withdraw from all classes to receive a 70% refund of tuition and fees
September 7	Monday	Labor Day Holiday - No Classes / University Closed
September 9	Wednesday	Census Date - Students not paid in full or enrolled in a payment plan by 4:59PM may be dropped for non-payment
September 11	Friday	Student enrolled will receive a billing statement
September 14	Monday	Last day to withdraw from all classes to receive a 50% refund of tuition and fees
September 21	Monday	Last day to withdraw from all classes to receive a 25% refund of tuition and fees
October 5 - October 16	Monday-Friday	Midterm grading period
November 13	Friday	Last day to drop with an automatic grade of "W"
November 25	Wednesday	Study day - No Classes
November 26 - November 28	Thursday - Saturday	Thanksgiving Holiday - No Classes / University Closed
November 30	Monday	Last day to withdraw from the university
December 4	Friday	Last day of scheduled classes for weekday classes

Date	Day	Event
December 5 - December 11	Saturday - Friday	Final examinations
December 11	Friday	End of term
December 15	Tuesday	Commencement
December 16	Wednesday	All grades due by noon
December 17	Thursday	Grades available in JagWire