



SYLLABUS
COLLEGE OF SCIENCE AND MATHEMATICS
DEPARTMENT OF MATHEMATICS
MATH 3398: INTERNSHIP
SEMESTER 202X

Course Information

Class meeting time: *NA*
Modality and Location: *Internship*

Instructor Information

Name: <Faculty Name>
Email: netID@kennesaw.edu
Office Location: <Faculty Office>
Office phone: 470-578-XXXX
Office Hours: TBD
Preferred method of communication: email will be answered within 24 hours

Course Description

This course is a supervised, credit-earning work experience of one academic semester with a previously approved business firm, private agency, or government agency.

Prerequisites: Approval of major area committee and department chair.

Credit Hours: This is a variable credit course of 3 to 9 credit hours.

Hours of Internship:

- 3 semester credit hours = 150 hours on site (~10 hours per week for 15 weeks)
 - 6 semester credit hours = 300 hours on site (~20 hours per week for 15 weeks)
 - 9 semester credit hours = 450 hours on site (~30 hours per week for 15 weeks)
- (Essentially, each credit hour = 50 hours on site)

Course Materials

Required Texts: Any materials recommended by the site supervisor
Recommended Texts: Any materials recommended by the site supervisor
Technology requirements: Any materials recommended by the site supervisor

Learning Outcomes

1. Students will be able to develop skills relevant to a career in mathematics.

2. Students will be able to apply college level mathematical knowledge/skills to their internship experience.
3. Students will be able to demonstrate clear mathematical communication, both written and orally.
4. Students will be able to present their work professionally.

Course Requirements and Assignments

1. Mid-semester Evaluation: Students will present a mid-term report on his/her progress to the instructor.
2. Presentation: At the end of the semester, students will create a presentation about their internship experience and present it within the Department of Mathematics. The presentation should account to approximately 15 minutes. Following the presentation, students should also expect 5 minutes for questions and follow-up. It is expected that students use appropriate presentation software to support their presentation. Students are expected to present in professional presentation style.
3. Final Evaluation: Students will present an end-of-term report on his/her internships experience to the instructor.

Note: Reports are expected to include reflection on experiential learning in the areas of educational value, connectedness insights, integrated problem solving, and personal/professional values and growth. A set of reflection prompts will be provided.

Evaluation and Grading Policies

This course is graded S/U. A grade of S will be awarded provided

- The site supervisor reports that the student was present and participated in work activities consistently over the course of the semester.
- The student's mid-semester report and final report are received on time and considered satisfactory.
- The student presentation is considered satisfactory.

Course Policies

The student intern is expected to

1. Prepare all required paperwork and assignments for KSU instructor (mid-semester and end-of-semester reports and presentation).
2. Be at the internship location on days and at the times agreed on by the student and internship supervisor, and if unable to attend notify internship supervisor and intern instructor prior to or at the start of the workday.
3. Behave, dress, and speak in a professional manner at all times.
4. Carry out internship related assignments and tasks according to all policies in place (KSU and internship company).
5. Devote the required hours and weeks to the internship experience.

The Internship Supervisor/Faculty is expected to

1. Make sure responsibilities are appropriate to student's educational level and that are increasingly difficult and demanding.
2. Monitor the student's work and progress regularly and provide constructive criticism (mid-semester and end-of-semester evaluation).
3. Meet with the student as needed to provide feedback.
4. Assign grade at the end of the semester.

Department or College Policies

Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through either the established procedures of the University Judiciary Program, which includes an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

Accessibility Information:

KSU provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course should contact the ADA Compliance Officer for Students at (770) 423-6443; the ADA Compliance Officer for Facilities at (770) 423-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at (770) 423-6030. In addition, please notify the instructor within the first week of class if there are any special accommodations that you might need in order to be successful in this course.

Institutional Policies

[Federal, BOR, & KSU Required Syllabus Policies](#)

[Covid Related Information](#)

Course Delivery: KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

COVID-19 illness: If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

- Cough

- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official Covid-19 website.

Face Coverings: Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

KSU Student Resources

This link contains information on help and resources available to students: [KSU Student Syllabus Resources](#)

Course Schedule

The due dates will be determined by the site supervisor, the student, and the instructor of record.

- Midsemester Report Due: (TBD)
- Final Report Due: (TBD)
- Final Presentation: (TBD)