Course title and number: **Graduate Internship**

**EEMS 6390-01**

Instructor: Md Saydur Rahman, Ph.D. - Assistant Professor  
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Office Phone: 956-882-5041  
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Contract with Instructor: If you have any questions (e.g., research, assignment, grades, etc.) to the content of this course, please contact me via email (please use your UTRVG email), phone or come to my office. I will be most happy to assist you anytime (time permitting); however, it may be easiest to contact me during office hours.

**This syllabus represents the current course plans and objectives. As we go through the semester, those plans may need to be change to enhance the class learning opportunity. Any changes made will be updated in the syllabus and communicated to the students.**

## COURSE INFORMATION

### Textbook and/or Resource Material

No textbook is required, unless otherwise requested by the internship partner/provider.

### Course Description and Prerequisites

This course is an applied experience in an educational, institute, industrial, private agency, governmental facility or classroom that matches student's academic or career goals, supported by an acceptable scholarly written report or a detailed journal and a seminar. Internships may be paid, unpaid or stipend-based. The position must be biology/marine/environmental sciences-related and focus on a specific project or problem to solve. Prerequisite: Graduate standing.

### Learning Objectives/Outcomes for the Course

- Combine professional experience with academic instruction.
- Develop problem-solving and communication skills in a professional setting.
- Demonstrate initiative, responsibility and accountability
- Communicate their experience through an oral presentation to the department.

## COURSE OUTLINE/SCHEDULE

### Grading Policies

Students fulfilling the above objectives (and/or receiving a favorable evaluation from the internship provider) will receive full credit for the course. Pass/Fail only.  
An incomplete grade may be given when the student has not completed the required work/assignment within the semester, with a valid excuse.

### Other Course Information

In a 15 week semester, a student must work an average of at least 3-4 hours per week (Note: In a five-week summer session, a student must work at least 27 hours per week).  
Students will keep a daily journal with records of date and time of each work session, tasks performed, techniques learned, interesting experiences, general observations, experimental results, etc. Students will synthetize their experience in an oral presentation. The instructor will be available for discussion of research problems and will guide students in their progression as needed.
**Incomplete grade policy:** An incomplete grade may be given when students have not completed the required course work within the allotted time of a regular semester if the student can demonstrate that the reason for the work being incomplete is justified. Incomplete grades are not issued for student's convenience; they may be issued only in the case of compelling, non-academic circumstances beyond the student’s control that must be demonstrated.

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**CALENDER OF ACTIVITIES**

The UTRGV academic calendar can be found at [http://my.utrgv.edu](http://my.utrgv.edu) at the bottom of the screen, prior to login. Important dates for Spring 2019 include:

- Jan. 14 (Mon.) Spring classes begin
- Jan. 17 (Thurs.) Last day to add or register for Spring classes
- Jan. 18 (Fri.) Last day to withdraw (drop all classes) and receive an 80% refund
- Jan. 21 (Mon.) Martin Luther King Jr. Holiday. No classes.
- Jan. 28 (Mon.) Last day to withdraw (drop all classes) and receive a 70% refund
- Feb. 4 (Mon.) Last day to withdraw (drop all classes) and receive a 50% refund
- Feb. 11 (Mon.) Last day to withdraw (drop all Spring classes) and receive a 25% refund
- Mar. 11 – Mar. 16 (Mon. – Sat.) Spring Break. No classes.
- April 9 (Wed.) Last day to drop a class (grade of DR) or withdraw (grade of W)
- April 19 – April 20 (Fri. – Sat.) Easter Holiday. No classes.
- May 2 (Thurs.) Study Day. No classes.
- May 3 – 9 (Fri. – Thurs.) Final Exams
- May 9 (Thurs.) Spring classes end; Official last day of the term
- May 10 - May 11 (Fri. – Sat.) Commencement Exercises
- May 13 (Mon.) Grades Due at 3 p.m.

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**COURSE SPECIFIC PROCEDURES AND UNIVERSITY PROCEDURES/POLICIES**

**Course Specific Procedures:**

*Responsible Use of Technology Resources:* It is expected that all students will only use laptop computer, iPad, and other technology in class. Answering a cell phone, listening to music, texting, or using a laptop computer for unrelated matters to the course may be grounds for dismissal from class and/or other penalties. Students are not allowed to use video, nor audio recording devices of any kind during class time without prior consent of the instructor.

**Students with Disabilities:**

If you have a documented disability (physical, psychological, learning, or other disability which affects your academic performance) and would like to receive academic accommodations, please inform your instructor and contact Student Accessibility Services to schedule an appointment to initiate services. It is recommended that you schedule an appointment with Student Accessibility Services before classes start. However, accommodations can be provided at any time. **Brownsville Campus:** Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at accessibility@utrgv.edu. **Edinburg Campus:** Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at accessibility@utrgv.edu.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy,
pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

**Mandatory Course Evaluation Period:**
Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account ([http://my.utrgv.edu](http://my.utrgv.edu)); you will be contacted through email with further instructions. Online evaluations will be available Nov. 15 – Dec. 5. Students who complete their evaluations will have priority access to their grades.

**Attendance:**
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

**Scholastic Integrity:**
As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism, and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

**Sexual Harassment, Discrimination, and Violence:**
In accordance with UT System regulations, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](http://www.utrgv.edu/equity), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from sexual misconduct and discrimination.

**Course Drops:**
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

**Student Service:**
Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.
Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN 1.400 (Brownsville) or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)

I have read and understand the information and UTRVG policies in this syllabus and will abide by those policies. YES____, NO____.

If your answer is NO, please explain why or ask any questions:

Your name: _____________________________________________________________________, Student ID: __________________________

Your signature: ____________________________________________________________________, Date: __________________________