Internship Syllabus – Spring 2018

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COURSE OBJECTIVES:

The internships provided by the School of Business-Camden are meant to be experiential learning experiences. This means that you should be applying theory and application from other courses towards your internship as well as learning new applications as well.

The internship requires you to apply the following skill sets:
- Critical thinking
- Observation (internal and external) associated with organizational behavior
- Writing (this is very important and graded heavily)
- Communication

Required text/readings:

There is no required text but some readings might be assigned.

COURSE POLICIES

Academic Integrity: This class will ask you to work independently. In all cases, you are responsible for preparing your own work and documenting the work of others. Cheating, plagiarism, and other types of misconduct are not acceptable. Penalties can include expulsion from the University. It is your responsibility to understand and comply with the University’s academic integrity policy. It is located at http://academicintegrity.rutgers.edu/

Administrative Issues

Any students in need of classroom accommodations due to disabilities should contact Coordinator of Disabilities Services at (856) 225-2722 or disabilities@camden.rutgers.edu
As future business professionals, you are expected to conduct yourselves with professional courtesy to your employer and to the instructor. All classroom and student conduct policies apply during an internship.  
http://studentconduct.rutgers.edu/university-code-of-student-conduct

**Incompletes and Other Problems:** If you find that you are having trouble completing course work or need further explanation of class topics, please schedule an appointment with me immediately. If you need this class for graduation, you should be sure that your performance is up to standard throughout the course. It is too late to wait until the last week of classes to ask for help. I’m available to meet throughout the entire semester if you need help. "Incompletes" will only be given through prior consultation and under extreme circumstances. Incomplete grades must be made up prior to the start of the next semester.

**STANDARDS FOR EVALUATION**

**Quality of Writing**

When writing your assignments it is important that you use and apply theory and application from previous and current courses. This could involve drawing from previous and current course readings, lectures, discussions, simulations and even through research done independently.

Grammar and sentence structure will be graded heavily. You must write in complete thoughts. Please structure your paper in a way that makes it easy for the reader. In many instances I have given you the subject headers to be covered in the papers and thus you should be able to use headers and paragraphs to assist with the flow of the paper.

The quality of your writing will count heavily in your projects. Good writing skills are important signs of an effective professional especially a leader or manager. Here is a resource to assist you.

http://writing.wisc.edu/Handbook/PlanResearchPaper.html#intro

**COURSE REQUIREMENTS**

**ASSIGNMENTS:** There will be three assignments that you must complete during the internship. These are all to be done within the context of the work environment and industry in which you are working.

All assignments must be **typed** and submitted as pdf files or word files on the assigned dates via email sent to my account: kahya@camden.rutgers.edu. You may **additionally** slip under my
office door (BSB 441) a hard copy. Each day (not just each school day) an assignment is late, you will lose 2 points.

TIME SHEETS: You must keep track of your time and at the end of your internship turn in a timesheet signed by your supervisor.

MANAGER INVOLVEMENT

Your reporting manager at the internship will be an integral part of this educational experience as they serve as co-instructor. They may review papers (not grade them) and give you information and advice on how to best complete your assignments. You do not have to involve them if you do not want to. The only assignment that needs to be reviewed and signed by your supervisor is the assignment #1. This person will also be completing an evaluation form (assignment #4) at the end of the internship which does have points assigned to it towards your grade.

Summary of Grading:

Twice monthly e-mail reports 15 points

Assignment one:
  Introduction to internship/company paper 15 points

Assignment two:
  Analysis paper 30 points

Assignment three:
  Intern evaluation 20 points

Assignment four
  Employer evaluation 20 points
COURSE ASSIGNMENTS

E-mail report—

Objective: to show me how your internship is progressing.

Due: Tuesdays 2/13, 2/27, 3/13, 3/27, 4/10, 4/24
Total Points: 15

One paragraph or two long report regarding your time at work: your duties, accomplishments, problems, etc.
ALSO KEEP TRACK OF YOUR TIME WORKED and report (STATE HOW MANY HOURS WORKED EACH WEEK)
ASSIGNMENT ONE:

Objective: To ensure that you and your supervisor understand what both of you expect from the internship. This should be three to five pages in length (double spaced in 12 point font).

Due: Wednesday, March 7, 2018

Total Points: 15

Discuss the following points in the paper:

A. Company (Legal Name)

A brief description of the company you work for in reference to the product or services it offers. Include the following:

History: History of the company.

Structure of the company: in a visual or narrative, tell me the hierarchy of the company (ownership structure), its private/public status and its formation (LLC, incorporated, sole proprietor) and why.

Regulation: What types of (if any) outside regulatory bodies oversee this industry (SEC, rate regulation, banking laws, etc)

Competition: Offer two examples of a competitor and why they are considered a competitor?

Mission and Vision: State the mission and vision of the company and explain its relevance and the future objectives represented by the mission/vision.

Duties: The duties that you are expected to perform and how they are related to your major.

B. Learning Experience

1. Learning: What do you expect to learn from this experience (stress things that you might not learn in the classroom) relating to your major.

This document must be reviewed by your supervisor and signed before it is turned in. This is meant to help you form a complete and accurate paper.
ASSIGNMENT TWO:

This assignment is to encourage interns to have experience in critical thinking and problem-solving situations.

Due: Wednesday, April 25, 2018

Total Points: 30
Think about THREE _______ (your area: accounting/finance/management/marketing) related problems at your place of business and go through the following five steps in setting up a format for solving them. Label each section.

Present in outline format as suggested below (repeat for each of the three problems):

I. State the problem situation. In a paragraph, discuss the details of the “negative situation.”

II. State the problem: This is always an unknown in question form (think about what solution you are striving for).

III. List at least three factors (not opinions) that you will review in attempting to get data towards offering solutions for resolving the problem.

IV. Alternatives:
   A. Suggest two possible solutions to the problem.
   B. Select one of the above as your first choice and explain why you did so. (Your logic)

V. Feedback and Control:
   A. Feedback: Discuss how you plan to evaluate whether your plan will work --- measurable results.
   B. Control: Discuss a second proposal if this plan didn’t work. (Why this choice?)
ASSIGNMENT THREE:
Evaluation of Your Experience

Due Date: Wednesday, May 2, 2018
Total Points: 20

INTERNSHIP EVALUATION OF YOUR BUSINESS EXPERIENCE

Intern: ______________________________________________________________

Major: ______________________________________________________________

Employer: __________________________________________________________

Directions: Rate the strength and weaknesses of the business in terms of meeting your needs as an intern in your major.

1. Type out each question and give it a rating according to the following scale:
   1=Outstanding  2=Above Average  3=Average  4=Needs Improvement  5 = Unacceptable

2. Offer your rationale for your rating. If it is a “1,” explain why it is perfect. If it is less than “1”, explain why. Make sure the answers relate to your major, when possible.

3. Be specific and detailed in your answers. Use examples when possible! All questions must have comments.

Questions:

1. Did you feel welcomed when you began the internship?
2. How would you rate the initial and on-going training?
3. Did they offer you advice in reference to your professional goals in your field?
4. Was your supervisor qualified in reference to credentials (knowing their field) and social skills (ability to work well with others)? Double Question
5. How well did your classroom experience relate to your internship experience?
6. Were your suggestions and recommendations well received?
7. Would you recommend this internship position to other people? Why or Why Not? No rating here.
8. If you could make one improvement to the working environment you were in, what would it be? (Relate to your major- No rating here).
9. How was this internship impacted on your future goals? (No rating here)

NOTE: Hand in your time sheet with your total hours on it, as instructed... with this assignment.
ASSIGNMENT FOUR:

Employer Evaluation
Total Points: 20

I will distribute to the employer an evaluation which will be completed and returned directly to me.