

**Internship Course Syllabus for Business 496, Bus 493, Bus 497, Bus 498
Acct 497, Acct 498, Econ, 493, Econ 497, Econ 498**

Internship Director: Ricardo Boeing
CPS 427 Phone 715-346-2736 rboeing@uwsp.edu

Course Description: Supervised training work in a cooperating agency or business.

Course Prerequisite: Consent of Internship Director.

Course Objectives: This for-credit internship experience in your major provides hands-on learning in accounting, business administration or economics. You will be required to integrate knowledge from your courses into the job experience and at the end of the internship you should have a clearer idea as to which career path interests to you. While course numbers differ depending on your major and if the internship is international or domestic, three credits of an elective are possible for all School of Business and Economics Majors.

Three- Credit in Major Elective Course Requirements: There are five requirements to complete an internship. These are: the final presentation, a daily log, an analysis of the company or organization you worked for, a skill-based resume, and a performance evaluation from your supervisor. Keep in mind that you need **prior** approval for the internship from the Director and then you must register for the course. You cannot earn credits after the job is completed.

One-credit General Education Experiential Learning Requirements: You need to fill out the application for to permission to enroll in the course. If you select this option you need only complete the reflective log assignment detailed in section 2. At the end of your internship turn your log into the Internship Director for grading.

1. Presentation: 30 % of your grade including content and professionalism. This report details your internship experience in a professional 10 minute PowerPoint presentation, which is formatted correctly and is free from spelling errors.

- You will cover these content areas:
 - Scope of work performed
 - Relationship of work done to courses you have completed. This could include both what you learned in your classes or things you think should have been covered in your classes that were not.
 - What goals did you meet?
 - What goals were unmet?
 - What did you learn about the industry you worked in?
 - What is the biggest challenge facing the company or organization you worked for?
 - What did you learn about business in general?
 - What did you learn about yourself?
 - Any negative experiences
- Professionalism includes:
 - Speaking ability (no note reading)

- Dressing appropriately (business casual)
- Being on time
- Acting courteous and being interested in other students' presentations
- Being present for all the presentations scheduled within your timeframe
- Staying within your allotted 10 minutes

Your presentation should be about 10 minutes, and you must cover all the topics listed above. A good rule of thumb is one slide per minute. Speaking ability means you have practiced. You must be able to delivery your presentation without reading to the audience or using note cards. Failure to cover the content areas or meet the professionalism requirements will result in a grade reduction.

2. Reflective Log: 20 % of your grade. The daily or weekly log is a method to help you reflect and remember what you did during you internship and how it relates to what you have learned in your classes. Details in your will help you in your presentation and with searching for future positions. You should begin your log with your goals. Next be specific about various events that occurred, and what you learned from them. You should also detail situations in which you observed others. What do these situations indicate about the company? These could be positive or negative experiences.

3. Company or Organizational Analysis: 15 % of your grade. This research project is a part of environmental scanning to access a firm's position in the marketplace. It consists of three parts to be completed **in the bullet format**. Do not use full paragraph style. The parts are:

1. Begin with a brief history of the company.
2. Using the SWOT method detail the strengths, weaknesses, opportunities and threats facing the business.
3. Compile a list of the trends impacting the company and the industry it competes in.

Your sources for the company analysis should include information from the various industry publications. The analysis must be referenced. If you use information from a SWOT done by other researchers, you must cite it appropriately and add you own ideas. A portion of the analysis may be useful in your presentation; however **DO NOT** include the entire SWOT in your presentation. You must include a reference page that correctly follows APA format.

4. Skill-based Resume: 15 % of your grade. You will create a resume which lists your skills and results based on your internship experience. Your resume must be free from all spelling and formatting mistakes. It should be the quality used for job hunting.

5. Performance Evaluation 20 % of your grade. You will ask your supervisor to complete an evaluation of your performance on the job. Your supervisor can use the employer's standard evaluation form or a letter. The basic purpose is for the supervisor to grade your work. If your supervisor needs help with this task please have them contact me. Keep in mind that a good performance evaluation can result in a future position. International internships many vary slightly.

If you do not complete all of the above course requirements you risk earning an F for the internship. For further information on your student right and responsibilities go to information <http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>

Internship Program Basic Requirements Checklist

PRIOR TO INTERNSHIP

- Find an internship by contacting a firm you are interested in or by registering with CareerPoint. Go to the Career Services webpage for details <http://www.uwsp.edu/career/>
- Submit Internship Application form indicating which course you need and how many credits you want to earn to the Director before beginning work. An application must also have the following:
 - Letter or email from work supervisor verifying your internship (International Internships are excluded)
 - Position Description
 - Goals Statement written in a one page summary
 - A copy of your Degree Progress Report. You need have made satisfactory progress in your major to be accepted for internship credits.
- **Register for the Course. Permission is given once application is received**

DURING INTERNSHIP

- Log of Activities (daily or weekly), neatly recorded in a notebook
 - What happened, or what was the event?
 - What did you learn?
 - How did it relate to your class work?
 - Did you see a correlation between your classroom/academic experiences and this event? If not, what was different? What lessons did you learn?
 - Did your supervisor or others react as you expected?
 - What would you have done differently?
- General Information Gathering while Working
 - Begin to list the various strengths, weakness, opportunities, threats you observe in the organization.
 - Read industry and business publications that apply to your work situation. You should become aware of the various trends impacting the business. These could include Business Week or the Wall Street Journal. Industry specific publications like Chain Store Age, Food Business News, Insurance Insider, American Banker, or company newsletters are also useful.
 - Begin to think about your internship experience in relationship to what you want in a career.

TO COMPLETE THE INTERNSHIP

- Schedule your presentation. A sign-up notification for presentations will be e-mailed to you towards the end of your internship. You must respond promptly and professionally. You will make a presentation to fellow interns, potential business majors, and faculty.

The presentation should be approximately 10 minutes in length – with a few minutes after for questions and answers. Your worksite supervisor or anyone else you wish to invite is encouraged to attend. **You must adjust your schedule to fit into one of the 2 hour time slots.**

- All other materials are due at your presentations time
 - Your log
 - Your company analysis
 - Your resume
 - Your supervisor's evaluation (International Internships may be evaluated by the faculty member leading the program)
 - Your PowerPoint presentation should be e-mailed to me on the day you are scheduled to present. Bring a back- up copy on a flash drive.

Final Grades will be submitted once all presentations are completed and when all your requirements have been met. If any of the material is late, you will receive a 10% reduction in your grade for each business day your material is late. If you need the credits to graduate please let me know so we can schedule your presentation before classes start in the fall.

Important details to keep in mind when applying for an internship

- You need to be responsible for finding an Internship with the exception of the International Internships in London and China.
- Obtain approval **prior** to actually beginning the Internship, i.e. no credit **before or after the fact.**
- Your Internship application consists of the following:
 - A completed Internship Application (see last page of this document).
 - A well-defined position or job description **from your employer.**
 - A letter from the supervisor agreeing to mentor you and complete an evaluation.
 - A one-page statement of your goals. In this statement you must clearly define your academic, learning, and work objectives.
- After your application has been approved, you **must** register for the internship. You **must** register for the internship during the semester you do the work.
- If your final presentation must be specially arranged (i.e., not during the times listed below), you will receive a 1 letter-grade reduction. Typically, the dates for the final presentations will be:
 - Fall Internships: finals week for the fall semester
 - Spring Internships: finals week for the spring semester
 - Summer Internships: beginning of September after the summer term.

Note: International Internships often do not have input from a workplace supervisor. The faculty member leading the group will have a role in evaluating performance. While other requirements may apply for the international internships, the log, a resume, the company analysis and presentation are all required.

**INTERNSHIP APPLICATION
SCHOOL OF BUSINESS AND ECONOMICS**

Staple DPR to the back of this form

(Bus. 496/Bus. 497/Bus. 498/Acct. 497/Acct. 498/Econ 497/Econ 498 – Indicate One)

Internship Dates: _____ Year (Jr., Sr., etc.): _____ Requested number of credits: _____

Number of hours per week on the job _____

Name _____ Student I.D. No. _____

Major(s) _____ Minor(s) _____ In-Major GPA _____

Current Address: _____ CITY/ST/ZIP _____

Address During Internship: _____ CITY/ST/ZIP _____

Telephone (Current) _____ During Internship _____

Company _____

Address _____ CITY/ST/ZIP _____

Work Site Supervisor _____ Title _____

Telephone _____ Fax _____

Brief Description of the business/organization:

Position description from your Employer attached [must outline *your* specific responsibilities and duties, expected hours of work, etc. If you are already employed by the organization, what is the nature of your current work (a position description will be sufficient), and how the internship will differ from your current work). _____

Previous Internships: No _____ Yes (attach a description**). Currently employed at worksite? _____

If yes- detail how this position differs and is an increase in responsibility. _____

Acknowledgement of Internship Information and Release Authorization: By signing this document, I acknowledge that I have read and understood all of the information herein presented. Additionally, I agree to adhere to the requirements of the internship. Further, I authorize the Director to seek information concerning my work record and/or student status from any UWSP campus office, including, but not limited to: Records and Registration, Student Conduct, Advising, Protective Services. I also authorize the internship director to use any other references whether listed or discovered during the Internship eligibility evaluation process to determine my qualifications for this Internship. (Your signature below)

_____ Date _____

Internship Director Approval _____ Date _____

Permission Given to Register on _____

The top portion needs to be completed. The Internship Director will then give you permission to register for the course.

Ricardo Boeing
Internship Director
School Business and Economics
427 College of Professional Studies
University of Wisconsin-Stevens Point