



WASHINGTON COLLEGE

BUS 390 Business Internship • Spring 2012-13

Professor Michael Harvey

1. INTRODUCTION

In classroom-based college courses students learn important academic skills and complete academic assignments in a highly structured setting. An internship, by contrast, is an experiential learning opportunity set in a real-world laboratory that helps integrate classroom concepts and skills with real-world work, deadlines, and pressures. Balancing the student’s learning priorities with work demands is part of the challenge. An internship is also valuable in helping you to learn about different career paths and to start developing a network of contacts. Developing a strong network of friends, acquaintances, and professional contacts is critical to building a successful organizational leadership career.

Important Note: In this class, you are encouraged to learn from each other as well as from your assignments and work experience. However, keep in mind that you are first and foremost an employee of the organizations for which you work. This means that you are responsible for safeguarding information that your firm views as proprietary. Check with your supervisor to be clear about what information can be shared with your classmates and what information can be shared with your instructor. When you enter “the real world” as an employee, your ability to understand what can and cannot be shared will be a critical aspect of your firm’s evaluation of your performance.

2. GRADING

- The internship is taken pass/fail. Internships with 105 to 139 workplace contact hours earn three credits; internships with 140 or more hours earn four credits.

3. OBJECTIVES

The internship offers the student the opportunity to:

- Get practical experience within the business or non-profit environment.
- Gain a better understanding of how academic concepts relate to real-world management.
- Sharpen your organizational and leadership skills.
- Sharpen your interpersonal and team skills.
- Sharpen your oral and written communication skills.
- Develop a greater understanding of your career options and goals.

4. ASSIGNMENTS AND GRADING

Regular attendance	no numeric grade
Progress report	20
Book reflection.....	30
Final report.....	50
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Total	100 points

Regular attendance. Students are expected to adhere to the professional expectations of their internship site, as specified in the internship documents. On the Washington College campus, students are expected to be in weekly contact with the faculty supervisor, either during office hours or during the regularly scheduled internship meeting time noted at the top of this syllabus.

Progress Report. About half-way through the internship, the student must submit a progress report. There is no required length, but it should discuss work activities, ongoing learning, and progress toward learning objectives (based on the learning contract previously completed by the student).

Book Reflection. You must submit a thoughtful reflection, of about four or five pages, on a text that relates to your firm's industry or to the type of work you are performing as an intern. Your book reflection should focus on elements of the book that helped you better understand some aspect of your firm and your internship experience, or you may use your internship experience to help you interpret and evaluate the book. You may choose and acquire a book recommended by the faculty internship coordinator, or suggest an alternate title subject to instructor approval. **Due date: Friday, March 22, 2013 (may be emailed to the instructor).**

Final Report. At the end of the internship, the student must submit a final report describing the following in reasonable detail:

1. A short description of the business enterprise or organization, including a few key metrics.
2. A short description of the industry within which the organization competes or operates.
3. The organization's key objectives and how it seeks to accomplish those objectives.
4. The organization's formal structure.
5. Its organizational culture, as you learned or experienced it.
6. How you fit into the organization. If you were part of a smaller department or unit within the larger organization, a brief definition of this department or unit.
7. What you did during the internship experience.
8. A short profile of the leader or supervisor whom you worked with or observed most closely, including formal job title, basic professional summary, and reflection on leadership style or behavior.
9. The extent to which you met your learning objectives, and how this was accomplished.
10. Unexpected lessons learned.
11. Personal reflections: (1) your biggest mistake or opportunity for improvement; (2) your proudest accomplishment.
12. The influence the internship experience has had on your career goals.

Due date: Thursday, May 2, 2013 (may be emailed to the instructor)

5. ACADEMIC INTEGRITY

Because an internship takes place primarily off-campus, and because the actions of student interns reflect on the reputation of the College, it is especially important for students to adhere scrupulously to the Honor Code, both in letter and in spirit. For all academic work submitted in writing, the student should include and sign the Honor Code statement: "I pledge my word of honor that I have abided by the Washington College Honor Code while completing this assignment." Submission of all work, written or otherwise, is your acknowledgment that your work is governed by this pledge.