

Kogod School of Business
Undergraduate Internship Syllabus

Course Number: IBUS 391

Term/Year: Spring '07

Course Title: IBUS 391

Instructor: Robert V. Sicina

Executive in Residence

Kogod # 233 Ext. 1858

The Kogod School of Business believes in the integration of the classroom and the world beyond. Internships provide students a unique opportunity to have a practical experience tied to academic learning. Each Kogod student is encouraged to participate in as many internship opportunities as possible and may earn up to three (3) credits for these experiences. Students are fully supported by an integrated team of faculty advisor, academic advisor, and internship advisor.

Undergraduate students must have completed 12 credit hours in business, including their first 300 level course in the discipline of the internship. The credit earned in an internship course may be used only for a free business elective course. It may not replace a core or area of specialization course.

KSB Internship Objectives

To provide students with work experience that will enhance and complement their academic learning. Specific objectives include

- To apply academic learning to workplace practices.
- To practice and develop professional skills, such as oral, written, and interpersonal communications, use of technology and analytical tools, and working in teams, that will improve performance in subsequent courses and in future work assignments.
- To examine one's own attitudes toward work and toward the field of International Business and to consider which aspects of International Business best match one's own interests.

Student registration responsibilities:

- Complete Internship packet with required signatures and return packet to the Internship Advisor, prior to the date set by the Registrar's Office to register. Please allow 5 business days to complete the process of attaining signatures.
- Identify internship opportunity, the discipline with which it would be associated, and the key goals that the student would be trying to accomplish through the internship experience
- Set up meetings to discuss internship goals with the faculty advisor and curriculum requirements with the Academic Advisor
- Receive completed feedback forms (and return to the appropriate party):
 - Faculty supervisor (Returns to the Faculty Advisor and Internship Advisor)
 - Internship experience (Returns to the Faculty Advisor and Internship Advisor)

- Employer supervisor (Returns to the Faculty Advisor and Internship Advisor)

Assignments:

- Meeting with faculty advisor to orally review work progress and any issues that have arisen in the work place since last meeting. Minimum every three weeks or more frequently as required. It is the student's responsibility to schedule these meetings with the faculty advisor.
- Portfolio of work assigned and completed in the work place
- Comprehensive paper on the work experience identifying knowledge or skills gaps that can be filled through other experiences or classes and/or subject(s) directly related to the work actually accomplished to be agreed to with faculty advisor..

Grading:

Quality meetings with faculty advisor	30%
Work portfolio:	20%
Paper:	50%

Attendance is required at a mandatory debrief meeting on April 30th at 4:30 PM in the Undergraduate Lounge in the Kogod building.