Course Objectives
To provide students with an opportunity to gain work experience that will enhance and complement their academic learning. The course requirements are designed to provide a structure that will enable students to make connections between what they learn in the classroom and on the job, to further develop analytical and interpersonal skills, and to practice business writing skills.

Course Requirements
1. A graduate internship for credit requires students to spend the majority of their time in technical, analytical, or administrative work that will contribute to their learning as outlined in the course objectives. Work of a clerical nature must be limited to a maximum of 15 percent of the time spent on the job.
2. Prior to beginning an internship for credit, students must receive an internship orientation at Kogod Center for Career Development.
3. A meeting with the faculty advisor to cover the ground rules and requirements.
4. Submission of the Final Report within seven days of the completion of the internship.

Grading
Employer Performance Appraisal 50%
Final Report 50%

Pass/Fail Grading
Grading for an Internship for Credit is Pass/Fail. A copy of the Employer Performance Appraisal Form can be obtained from Kogod Center for Career Development. The Final Report will be graded on substance and style.

Final Report
The Final Report will be 8 to 10 pages, double spaced, in 12 point font, plus a title page. The report will begin with a cover page with the following information:
Kogod School of Business
American University
Washington, DC

Internship for Credit Final Report

(Student Name and Student I.D.)

Dates of Internship

The body of the Final Report will cover the following:
• **Job description.** Describe in detail your internship position duties and responsibilities. Discuss what duties were performed on a daily basis, periodic (e.g., weekly) basis, and one-time special projects.

• **Knowledge gained.** Describe the knowledge gained or enhanced as a result of your internship experience. Relate this knowledge to what you learned in specific courses at Kogod. Did your courses prepare you to handle the responsibilities of your position?

• **Skills learned.** Describe the skills that you learned or sharpened on the job. Discuss any skills that you learned as part of a course at Kogod that were useful on the job. Consider a skill as the ability to do something like read financial reports, analyze a problem, work in a groups, etc.

• **Attitudes/values.** Describe the attitudes or values that you found to be important for success in your job. Think of attitudes as a way of thinking or behavior, e.g., stubborn, patient, confrontational, etc. Consider values as the things you regard as important in life, e.g., dependability, integrity, hard work, etc.

• **Learning outcomes.** Identify the outcomes or results from the knowledge, skills and attitudes or values that you have described above. For example, what can you do for an organization today that you could not have done, or could not have done as well, before your internship.

The final report must be the student's original work as covered by the Academic Integrity Code.