

Course	MNGT 6500 – Internship Section 58
Instructor	Dr, Brian Daly 1-502-896-1835 dalybr@webster.edu
Term	Fall 1, 2008, 13 August-13 October 2008. Saturday 8 am to 12 pm
Intent of the Course	<p>An internship is a planned and monitored work or service experience in which a student has intentional learning goals and reflects actively on what he/she is learning through the experience. The internship venue and job activities should have a plausible relationship to the student’s academic major, and should allow the student a chance to apply concepts and tools learned in coursework.</p> <p>Some professional groups may offer internships termed <i>cooperative education</i> or <i>practica</i>. These will be considered the same as internships for course administration.</p> <p>Emphasis on New Experiences A key goal of the internship is to provide the student the chance to apply classroom learning to a new work experience. Thus, an internship with a student’s current employer (unless it is a new position) or with a business owned by a family member, is unacceptable.</p> <p>Due Diligence by Faculty Mentor The faculty mentor will exercise “due diligence” to ensure that the company offering the internship is a reputable firm, and provides a safe and non-exploitative work environment. Mentors will make a site visit to the firm when completing paperwork related to the internship.</p>
Unique Course Administrative Requirements	<p>Experiential Education Learning Agreement (EELA)</p> <p>The EELA covers both general internship policies and the specifics of the individual student internship, and contains basic information on both the intern and the employer. Also, it contains a statement of student learning objectives</p> <ul style="list-style-type: none"> • The student, the Management faculty mentor and the internship provider (employer) sign a learning contract specifying responsibilities of each party for the student's particular internship. The faculty mentor makes a site visit to meet the internship provider to both ask and answer questions concerning the particular internship. • The Statement of Learning Objectives is attached to the EELA as

	<p>Appendix A. The statement includes a brief position description, and four to six learning objectives for the intern. This functions as a mini-syllabus for the internship.</p> <ul style="list-style-type: none"> • Organization which have frequent internships often have a prepared position sheet which can quickly be converted into an objectives statement. <p>International Exchange Students International exchange students on an F-1 visa are allowed to work a paid internship under the <i>Curricular Practical Training</i> program. Exchange students should have the internship coordinator contact the University’s Director of International Services for visa arrangements regarding paid internships.</p>
<p>Course Level Learning Outcomes</p>	<ul style="list-style-type: none"> • Course objectives appear on Appendix A of the Experiential Education Learning Agreement governing the internship.
<p>Course Content</p>	<p>Internship Requirements</p> <ul style="list-style-type: none"> • Students who take a for-credit internship must work 50 hours on the job for each hour of academic credit. • Students must pay tuition for internships taken for academic credit. <p>General Comments and Guidelines</p> <ul style="list-style-type: none"> • The <i>Experiential Education Learning Agreement</i> governs the relationship among the student, the University, and the firm granting the internship. <ul style="list-style-type: none"> ○ <i>Other Rules.</i> Sometimes, organizations may have additional rules governing internships; a common one is signing of a confidentiality agreement by the intern. ○ <i>Rollovers.</i> In the case of multi-term internships, subsequent segments are activated by a “rollover memo” from the firm granting the internship; the memo agrees to extend the original EELA into a new academic term. • Internships can be either paid or unpaid. • Practicum must be paid. • Internship job activities should focus on applying management concepts and skills learned in coursework. Routine clerical work should not comprise more than 20% of the job activity. <p>Grading A students who successfully completes an internship will receive a grade of “CR.”</p> <p>Reality Aspects of Internships</p>

	<ul style="list-style-type: none"> • Internships take about a month to put into motion, in most cases. Thus, students should plan ahead and work with the coordinator to get the internship “ready to go” before the start date. • It is not the job of the internship coordinator to find internships for students. It is the responsibility of students to locate internship opportunities, compare their choices, and select the most appropriate one for their career goals. • Firms which grant internships are under no obligation to offer interns full-time employment upon completion of the internship.
Course Activities	<p>The following deliverables are required of students taking internships:</p> <p>Time Sheets The intern should maintain time sheets showing hours worked toward the internship. In paid internships, a copy of the employer time sheets can often be used, or paycheck stubs for hourly pay. Intern and faculty mentor should have periodic phone conversations or face-to-face meetings to discuss the internship.</p> <p>Weekly Activity Updates Students should make a brief weekly report to their faculty mentor on their internship activities. Reports can be sent by e-mail, or the intern could use the Connections <i>message board</i> function and maintain the reports as a series of updated conversation strings.</p> <p>Supervisor’s Evaluation of Intern (SEI) The internship provider will be asked to fill out both midterm and end of semester evaluations of the intern using this standard form.</p> <p>Internship Memorandum Report (IMR) The student will complete an IMR describing the internship experience. The format is an attachment. The student should develop each section carefully, as the remarks will be used to improve future internships and to assess the degree program.</p> <p><i>Variations on Deliverables</i></p> <ul style="list-style-type: none"> • Students taking a 1-hour internship do not necessarily have to complete the Internship Memorandum Report. • A student taking two sequential 3-hour internship segments would normally complete the IMR on the first segment. For the second term, a report on a specific project can substitute for the IMR.
Textbooks	Not applicable.
Waiver Policy	Not applicable, since this is an elective.
Policy Statements: University Policies	<p><u>CONDUCT</u> Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner</p>

compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline include the following categories:

1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University authorized activities.
3. Theft or damage to property at the University.

Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place. Students who engage in any of the above misconducts may be subject to dismissal from the University. To the extent that penalties for misconduct (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate actions under such laws.

ATTENDANCE POLICY

Students are expected to attend all scheduled class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advance permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. Students who do not attend the first class session, who have not made prior arrangement with the instructor for being absent, will be dropped from the course.

MAKE-UP WORK REQUIREMENTS

For each class missed, makeup work will be assigned and must be submitted at the next class. The instructor will assign the topic and amount of work. This makeup work will be incorporated into the class participation grade. If make-up work is not submitted on time, the student's final grade will be subject to a reduction of one (1) letter grade.

Students are responsible for any class material presented during their absence and any assignments due should be submitted prior to the absence, if possible.

Drops and Withdrawals

Should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the

	<p>amount of tuition refund you receive. Refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you need accommodations for a disability, please let the instructor know at the beginning of the course so that assistance can be provided.</p> <p><u>DISCLAIMER</u> This syllabus is intended to provide a basic structure to this course. It MAY be modified for class size, student competencies, etc. This syllabus is subject to change at the sole discretion of the instructor.</p>
Other	Prerequisites: Graduate who has completed core courses or a similar master's level major; and has a minimum 3.0 GPA.