

Internship Course Syllabus for ACCT 497, ACCT 498, BUS 496, BUS 497, BUS 498, ECON 497, ECON 498

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

Course Prerequisites: Consent of the Internship Director.

Course Objectives:

- To provide a significant educational experience by providing hands-on learning in the fields of:
 - Accounting
 - Business Administration
 - Economics
- To integrate the classroom experience with job experience.

Course Requirements: If you have any concerns about completing the course requirements, or about anything else, you are encouraged to stop by my office.

- **Report:** A report discussing your internship experience. The format for the report is listed on the page entitled, “Internship Presentation and Paper” in this document. This report will count as 25% of course grade. It must be typewritten, complete, professional, and well written. Towards the end of the internship semester, the internship director will e-mail students with proposed dates for the presentation. This will give students an opportunity to sign up for presentation times. The paper is due when you present.
- **Presentation:** A 15-minute presentation discussing the highlights of the internship experience. This will also count as 25% of your course grade. The paper must cover all of the concepts covered in your report, but in less detail. You should wear business casual attire or better. Specific report requirements are listed on the page entitled, *Internship Presentation and Paper* in this document. Towards the end of the internship semester, the internship director will e-mail students with proposed dates for the presentation. This will give students an opportunity to sign up for presentation times.
- **Internship Log:** A log discussing your experiences during your internship. This will count as 25% of your course grade. The format for the log is listed on the page entitled, *Internship Program – Basic Requirements Checklist*, and is also listed on the page entitled, *Internship Presentation and Paper* in this document. The log will be due at the time of your presentation. **This is not a journal; there are specific questions to be answered.**

- **Performance Evaluation:** A letter or form in a sealed envelope from your worksite mentor discussing your performance. This will also count as 25% of your course grade. This may be done using the employer's performance evaluation form or may be a letter from your worksite mentor. If your worksite mentor needs guidance concerning the performance review, the Internship director will be happy to provide a form for your worksite mentor. In any case, your mentor must assign a grade evaluating your performance. If no grade is assigned, you will receive an *F* as your performance review grade.

Additional Requirements: The following items do not add to your grade, but failure in these areas will result in a reduction of your final grade.

- **Responsiveness:** You are required to be responsive in the following areas. Unless otherwise specified, failure to respond in any of the following areas is an automatic ½ letter grade reduction in your final course grade for each offense. **This is your responsibility.**
 - **Check-in:** Each student is required to check-in with his or her faculty mentor at least once a month for each month of the internship. You may do this by leaving voice mail messages, but e-mail messages are preferred.
 - **Reading e-mail:** There will be at least one e-mail to which you will be required to respond. Failure to respond within two weeks of the e-mail's sending date will result in a lowered final grade. If you will be at an e-mail location other than the one listed for you in the outlook address list, you must work it out with information technology so that you will receive e-mail messages sent to the address listed in the outlook address list. **This is your responsibility!**
- **Lateness:** If you must miss your presentation time, you may present with the next semester's interns, but you will receive a 2-letter grade reduction in your final course grade unless **prior** approval has been obtained from the internship director. If you miss twice, you will receive an *F* as your final grade. Extreme emergencies (severe illness, death in the family, etc.) **may** result in a waiver of this policy. **Computer problems do not count as an extreme emergency.**
- **Courtesy:** On the day of your presentation, you are required to be present for the first presentation, and remain until the last presentation. Failure to do so will result in a 1-letter grade reduction in your final course grade.

Grading: You will receive a letter grade for each of the Course Requirements listed above. Then your final grade may be reduced if you failed to perform any of the additional requirements listed above.

Student Rights and Responsibilities: For further information of your rights and responsibilities, please refer to this information in the UWSP University Handbook by clicking on the following:

<http://www.uwsp.edu/centers/rights/RRBOOKLET8-2005-06.pdf>

Internship Program – Basic Requirements Checklist

PRIOR TO INTERNSHIP

Submit Internship Application form to the Director. An application must also have the following:

- ___ Letter from Work Site Mentor
- ___ Position Description
- ___ One-Page Goals Statement
- ___ Note from Faculty Mentor (if other than internship director)*
- ___ Photograph of Yourself

Registration Form – Director signed, take to Registration

DURING INTERNSHIP

Log of Activities (daily or weekly):

- 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?
- On what dates did you contact your faculty mentor?

Monthly Report to Faculty Mentor

E-mail the faculty mentor during the first week of each month during your internship. Your e-mail should indicate how Internship is going, problems, good things, etc. A short message is fine. Make sure to CLEARLY identify yourself and where you are interning.

TO COMPLETE THE INTERNSHIP

Your Final Report (typed) is due when you present. A sign-up sheet for presentations will be e-mailed to you towards the end of your internship.

Your Log (for Intern Director) is due when you present. A sign-up sheet for presentations will be e-mailed to you towards the end of your internship.

Letter from Work Site detailing your performance. This letter must have a letter grade evaluating your overall performance.

* The Internship Director is often the faculty mentor. If a student desires, he or she may request another faculty member to be the faculty mentor. If another faculty member is the faculty mentor, the Internship Director will need written notice of this from your faculty mentor.

- ☐ Final Grade (submitted when all has been received, e.g. Final Report, log, Work Site Mentor letter, Faculty Mentor note with grade recommendation, Presentation completed, etc. If all is not complete at the end of the grading term, an incomplete will be given and you will have ONE semester to remove this incomplete. If any of the material is late, you will receive a 10% reduction in your grade for each business day your material is late).**

Internship Program: Detailed Guidelines

The Internship:

- Is a “meaningful” work situation.
 - ⇒ You expect to gain practical, but academic-related work experiences.
 - ⇒ An employer expects to gain a “**trainable** and potentially valuable future employee”.
- Must be:
 - ⇒ Specifically related to the student’s long-term career goals.
 - ⇒ **A new learning experience.** Internships are not a repeat of current or past work with the same or a different employer.
 - ⇒ A critical part of your current level of academic preparation.
- When well performed, may result in a job offer from the Intern employer, or someone with whom the Intern may have networked while on the Internship.
- Is a special privilege afforded to only a few *worthy* candidates.
- Must relate your work to the classroom. It is therefore recommended that you take internships after you have taken some business courses.

Eligibility for Internships:

- You must be a declared Accounting, Business, or Economics major or minor, or you must have significant coursework in Accounting, Business, or Economics.
- You must be a student in good standing within your major and/or minor.
- You may not take an internship in a semester in which you have a credit overload.

Credits: The typical semester-length Internship will receive 3 credits. No-credit Internships are acceptable but will not be monitored or graded by the Director.

Finding an Internship

- Typically, the student finds his or her student internship.
- The work requirements are worked out between the student and the employer.
- Students should use the same techniques as they would use on any job search, e.g. resume writing, networking, finding posted notices, etc.
- Internship notices are posted on Microsoft Outlook’s public folders. To access the notices:
 - ⇒ Go to: Academic Colleges and Departments
 - ⇒ Then go to: College of Letters and Sciences
 - ⇒ Then go to: Business and Economics
 - ⇒ Then go to: Internships
 - ⇒ Within internships there are two subfolders:
 - General Information.
 - Position Announcements.

Internship Goals and Objectives

- On-the-job experiences that hone specific academic and job skills.
- Create job opportunities for the future.
- The Intern must have the authority to carry out specific job related responsibilities.

Internship Requirements:

Prior to the Internship:

- 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 Worksite Mentor agreeing to serve in that role.
 - ⇒ A one-page statement of your goals. In this statement you must clearly define your academic, learning, and work objectives.
 - ⇒ A letter from your Faculty Mentor (if necessary).*
 - ⇒ A Photograph of yourself.
- 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.

During the Internship:

- Maintain a log of significant activities. The log need not be typed but must be neat. A spiral notebook is fine. The format for the log is listed on the page entitled, “Internship Program – Basic Requirements Checklist,” and is also listed on the page entitled, “Internship Presentation and Paper” in this document.
- Communicate with the Faculty Mentor on a frequent (i.e., at least monthly) basis reporting on the Internship. This communication must be by e-mail.
- Because internships are, by definition, an out-of-classroom experience, the majority of communication must be by e-mail. ***It is therefore required that students maintain e-mail contact with their faculty mentor.***

Towards the end of the Internship:

- You will receive e-mail with the schedule for presentations and with a restatement of the guidelines for the report, the log and the presentation.
- Prepare the Final report. The report’s format and the requirements for the report are listed on the page entitled, “Internship Presentation and Paper” in this document. These details will be restated in the e-mail discussed above.
- 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: middle of September after the summer term.

At the end of the Internship:

- Internship Presentation. You will make a presentation to fellow Interns and faculty. The presentation should be approximately 15 minutes in length – with about 5 minutes for question and answers (i.e., you will have 20 minutes total for your presentation and the question and answer period). The report’s format and the requirements for the report are listed on the page entitled, “Internship Presentation and Paper” in this document. These details will be restated in an e-mail you will receive towards the end of the semester. Your Worksite Mentors, parents or anyone else you wish to invite are encouraged to attend.

* The Internship Director is often the faculty mentor. If a student desires, he or she may request another faculty member to be the faculty mentor. If another faculty member is the faculty mentor, the Internship Director will need written notice of this from your faculty mentor.

- A performance review from your Worksite Mentor – must include a letter grade summarizing your performance.
- Note from Faculty Mentor – comments on your performance and recommends a grade. The Internship Director will determine the final grade based on Mentor input (see syllabus).

Types of Internships

- **ACCT 497:** Accounting major/minor internship.
 - ⇒ Does not count as an elective in Managerial Accounting.
 - ⇒ Does not count toward your Managerial Accounting major/minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.
- **BUS 496:** Business Administration major/minor internship.
 - ⇒ Counts as an elective in Business Administration.
 - ⇒ Counts toward your major or minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.
- **BUS 497:** Business Administration internship outside of major/minor.
 - ⇒ Does not count as an elective in Business Administration.
 - ⇒ Does not count toward your business major/minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.
- **ECON 497:** Economics major/minor internship.
 - ⇒ Does not count as an elective in Economics.
 - ⇒ Does not count toward your Economics major/minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.
- **BUS, ECON, or ACCT 498:** International Internship.
 - ⇒ Does not count as an elective in Managerial Accounting, Business Administration, or Economics.
 - ⇒ Does not count toward your Accounting, Business or Economics major/minor G.P.A.
 - ⇒ Counts as credit toward completion of your credits toward graduation.
 - ⇒ Counts toward your total G.P.A.

For more information:

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Division of Business and Economics
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Home Page: <http://www.uwsp.edu/business/mullins/Index.htm>

General Information	BUS 496	BUS, ECON, o
Class Standing Required	<ul style="list-style-type: none"> • Junior or Senior student in good standing. • Preferred completion of Theoretical/Conceptual Requirements for major (see Catalog) • Completed BUS 380. 	<ul style="list-style-type: none"> • Sophomore – Senior • Preferred completion of Requirements for major • Preferred completion of coursework in Management Economics.
Deadline for Applying/Registering for Internship	No later than last add date for the semester the intern is doing the work.	No later than last add date for doing the work.
Start Date of Internship	No later than last add date for the semester the intern is doing the work.	No later than last add date for doing the work.
Semesters for Internships (could include intercessions, e.g. holiday breaks)	Any	Any
Credit Range – determined by Internship Director based on the potential internship/work experience level, hours performed per week, etc.	1-3	1-3
Credits count towards Business Administration Major	Yes – 3 credits maximum (may be from more than 1 internship but not exceeding 3 total credits for all).	NO – general elective credit
Credits to apply to non-business majors/minors	At discretion of that department	At discretion of that department
Credits for international internship	Yes – special section of B496	Yes – B498
Requirements prior to granting internship	<ul style="list-style-type: none"> • Pre-internship Goals Statement • Statement from worksite mentor agreeing to serve as mentor. • Position description <i>from the employer</i>. • Statement from faculty mentor agreeing to serve as mentor (if necessary). • Application for the internship. • A photograph of yourself. 	<ul style="list-style-type: none"> • Pre-internship Goals Statement • Statement from worksite mentor. • Position description <i>from the employer</i>. • Statement from faculty mentor (if necessary). • Application for the internship. • A photograph of yourself.
Requirements for completing Internship	<ul style="list-style-type: none"> • Activity Log • Final Report • Performance review from your worksite mentor. • 15-minute summary presentation to faculty, peers, worksite mentor, others. 	<ul style="list-style-type: none"> • Activity Log • Final Report • Performance review from worksite mentor. • 15-minute summary presentation to worksite mentor, others.
Work Site Mentor Requirements	Written reports with telephonic confirmation/review <ul style="list-style-type: none"> • Pre-internship confirmation letter • Final performance report • Telephonic conference during internship as needed 	Written Reports <ul style="list-style-type: none"> • Pre-internship confirmation letter • Final performance report • Telephonic conference
Faculty Mentor Requirements	To Be Determined in consultation with Internship Director and intern	To Be Determined in consultation with intern
Registration: Completed internship application; Written approval of Internship Director; Complete normal registration process	Yes	Yes

Internship Presentation and Paper

Your internship log, paper, and performance evaluation from your worksite mentor are due at the time of your presentation. **If you turn any of them in after your presentation, you will lose 10% of your course grade for each business day your work is late, starting at the time you are scheduled to present.**

Internship Log

Your internship log must contain weekly or daily entries listing the following (**this comes directly from the documents on public folders**):

- What happened, or what was the event? **(15% of Internship Log grade)**
- What did you learn? **(15% of Internship Log grade)**
- How did it relate to your class work? **(15% of Internship Log grade)**
- Did you see a correlation between your classroom/academic experiences and this event? If not, what was different? What lessons did you learn? **(15% of Internship Log grade)**
- Did your supervisor or others react as you expected? **(15% of Internship Log grade)**
- What would you have done differently? **(15% of Internship Log grade)**
- On what dates did I contact my faculty mentor? **(10% of Internship Log grade)**

Make sure you connect your answers to each question so I can tell which question you are answering. Your internship log is not a diary or journal; it must at least cover these items.

Final Report and Presentation

Your final report and presentation must both contain the following:

- Relationship of the Internship to classroom experiences **(Very Important – 15% of grade)**.
- Nature of academic and learning experiences independent of the classroom. This could be things that you wish classes had covered, etc. **(Very Important – 15% of grade)**.
- On a separate page, a brief press release listing your most significant accomplishment **(Very Important – 15% of grade)**.
- Scope of work performed **(10% of grade)**.
- Any negative experiences **(Very Important – 15% of grade)**.
- You should be sure that your report and presentation specifically answer the following questions **(Very Important – 30% of your grade)**:
 - What goals did I meet?
 - What were they?
 - How did I meet them?
 - What goals did I not meet?
 - What were they?
 - How weren't they met?
 - What did I learn about the specific area I was working in (accounting, marketing, etc.)?
 - What did I learn about business generally (people, organizations, advertising, information systems, etc.)?
 - What did I learn about the company I worked for?
 - What did I learn about myself?

Log and Final Report (Continued)

I have no predetermined ideas about the length of your report and log. They should be long enough to cover in detail all of the material requested above; however, very short papers, or very long papers tend not to get good grades. You should write your report and log using a clear, concise business style. Be sure to write the report and log so that it is easy for me to be sure that you have covered all of the above points (i.e., headings and titles are very important). Bullet points are not only acceptable, but are preferred.

Your Presentation

You must turn in a printout of your presentation **prior** to presenting. Your presentation should be a maximum 15 minutes long, and must cover the highlights of your internship. **That is, in your presentation, you must cover all of the points covered in your report, but in less detail.** You will have a 1-minute grace period in which being over the maximum time will not affect your presentation grade, but if you exceed the 1-minute grace period, your presentation grade will be reduced by 10% for every minute you exceed the 15-minute maximum. For example, if you give an 18-minute presentation, your presentation grade will be lowered by 30 percent. **You are not penalized for a report shorter than 15 minutes if you cover all of the points.**

Your presentation should address the same issues as your paper, but in less detail. You must be present for all the presentations for the day you are scheduled to present (see syllabus). You must use audio/visual aids (e.g., overhead transparencies, PowerPoint, etc.) to assist you in your presentation.

The technology in some of the presentation rooms is not very current. It is advisable to have your presentation on a disk or external drive. A few days prior to your presentation, you should check to make sure your method of presentation works with the technology in the room for your presentation. If you must log off and log on, the time to do so will be considered part of your presentation.

Do not read your presentation! If you read your presentation, I will decrease your presentation grade by 50 percent!

You are not allowed to use notes during your presentation!

Using notes constitutes reading. If you use notes during your presentation, I will lower your presentation grade by 50 percent.

Your Performance Review

Finally, you should bring a **sealed** letter from your worksite mentor. It should be a review of your on the job performance, and should contain a **letter grade** for your performance. If your worksite mentor needs guidance concerning the performance review, the Internship director will be happy to provide a performance review form for your worksite mentor. If your worksite mentor does not assign a grade, I will assign an *F* as your performance review grade.

INTERNSHIP APPLICATION
DIVISION OF BUSINESS AND ECONOMICS
(Bus. 496/Bus. 497/Bus. 498/Acct. 497/Acct. 498/Econ 497/Econ 498 – Indicate One)

Internship Dates: _____ Year (Jr., Sr., etc.): _____ Total Credits: _____

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 Mentor _____ 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).]

Faculty Mentor* _____ Telephone _____

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

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.

_____ Date _____

* The Internship Director is often the faculty mentor. If a student desires, he or she may request another faculty member to be the faculty mentor. If another faculty member is the faculty mentor, the Internship Director will need written notice of this from your faculty mentor.

** If yes, please attach a description concerning how the internship differs from your current work, and what new things you will learn.

(Your signature)