

## MGT 450A— INTERNSHIP IN BUSINESS Summer/Fall 2017

MGT 450A Internship in Business is a 1.5-credit pass/fail course for Olin undergraduates that is designed to deepen the overall learning gained from an internship.

The course, credit, and pass/fail grading are transcript notations, but the hours earned do not count toward the 120 hours minimum needed for graduation. Prior to enrolling in this course, the student must consult with and get approval from the Weston Career Center (WCC) to ensure the internship meets the eligibility requirements listed below.

MGT 450A provides two course options to students. Course Option I requires regular written journal assignments for those who prefer steady and structured reflective work. Course Option II requires that students connect with the Weston Career Center for a mid-internship advising appointment (by phone, via Skype, or in person) and may best suit those with extensive internship commitments. A full description of all assignments associated with the course follows.

### ELIGIBILITY

To earn credit for your internship, it must:

- Be supervised. Your internship must be based in an office and you must meet in person with a supervisor at least once a week to discuss progress, challenges, etc. (conditional based on the commitment of the organization to meet at regularly scheduled times). Your internship must be at least 10 working hours per week.
- Have a meaningful learning component that complements your studies in Olin and/or adds to your professional development. In other words, your internship cannot be simply “busy work.”
- Have project-oriented work and have responsibility for a relevant business project from start to finish.
- Be related to the further understanding of career fields and/or coursework.
- Increase employability in your field of interest.

### APPLICATION/ENROLLMENT PROCESS

1. Complete the Application for Internship in Business (final page of this syllabus).
2. Submit application either as a hard copy to the Weston Career Center front desk or via e-mail at [wcc@olin.wustl.edu](mailto:wcc@olin.wustl.edu). On your application, note whether you would like to enroll in Course Option I (Journal Entries) or Course Option II (Advising Appointment).
3. Once your application for the course has been reviewed and approved, you will receive e-mail authorization from the Weston Career Center. Upon receipt of that notification follow the registration procedures in the authorization email. Please Note: Your enrollment will be for the fall 2016 semester. If your enrollment must be during the summer session, or if you receive an advisor’s approval to register for more than 21 hours, you will incur an additional \$2700.00+ tuition fee.
4. Successful completion of the MGT 450A requirements during your summer internship will result in the earning of 1.5 credits (not included in your 120 credits for graduation) and a transcript notation of the internship experience.

**Questions?** Contact the Weston Career Center at 314-935-5950 or Sally Pinckard at [pinckard@wustl.edu](mailto:pinckard@wustl.edu)

## Course Objectives

The objectives of the course include the opportunity to:

- apply theory, concepts, and skills gained in the Olin Business School to a professional work setting;
- acquire business knowledge, skills, and abilities by actively participating as a member of a professional organization;
- develop a greater understanding of organizational roles and the functions of various business disciplines;
- enhance interpersonal communication skills to successfully navigate professional relationships.

By completing structured assignments that relate to both the work completed during the internship and to elements of the Olin Business School curriculum, the value of the internship will be markedly increased for both students and employers.

## Course Structure and Requirements

The course is conducted online via Blackboard and students must have regular access to a computer with internet capabilities. Students are to post all assignments on the MGT 450A Internship in Business Blackboard site. Grades will be posted via Blackboard.

Because the length of each internship varies, the course is not tied to a specific starting or ending date. The student will have to complete all of the required assignments during the course of the internship.

### Required Assignments Include:

#### COURSE OPTION I

5. Pre-Internship Expectations Paper
6. Three (3) Journal Entries (selected from six journal topics on page six of the syllabus)
7. Post-Internship Reflection Paper
8. Updated Résumé

#### COURSE OPTION II

9. Pre-Internship Expectations Paper
10. Advising Appointment with a WCC Advisor (by phone, via Skype, or in person)
11. Post-Internship Reflection Paper
12. Updated Résumé

**RECOMMENDED:** All students are encouraged to schedule a Weston Career Center advising appointment the midpoint of the semester to discuss lessons learned from the internship, a job or internship search plan for the future, and to address any other career-related questions.

### Course Option I: Assignment Deadlines

- Pre-Internship Expectations Paper: Due between enrolling in the course and the end of the first week of the internship.
- Three (3) Journal Entries: Must be posted to Blackboard on three dates agreed upon by the student and WCC. Students engaging in Course Option I must communicate their three journal entry due dates to their MGT 450A contact in the WCC prior to the start of the internship. It is suggested that dates be scheduled approximately every two weeks.
- Post-Internship Reflection Paper: Must be submitted within one week of completing the internship.
- Updated Résumé: Must be submitted within one week of completing the internship. Feedback will be provided by the advisor in a timely manner.

### Course Option II: Assignment Deadlines

- Pre-Internship Expectations Paper: Due between enrolling in the course and the end of the first week of the internship.
- Advising Appointment with a Weston Career Center Advisor: Must occur mid-way through the internship by phone, via Skype, or in person.
- Post-Internship Reflection Paper: Must be submitted within one week of completing the internship.
- Updated Résumé: Must be submitted within one week of completing the internship. Feedback will be provided by the advisor in a timely manner.

## Description of Assignments

### Pre-Internship Expectations Paper

The Pre-Internship Expectations Paper (two pages, double-spaced) should be submitted prior to starting your internship or within the first week. The Paper should include a discussion of your internship expectations and can be used as a tool to facilitate a discussion of expectations with your employer. Your Paper should describe:

- What you expect to get from your internship.
- What you anticipate your internship will entail.
- What you hope or plan to discover about the company and industry.
- What you hope or plan to learn about the workplace.
- How you hope your internship will shape your future professional success.

### Course Option I: Journal Entries

For those students selecting Course Option I, Journal Entries (three pages, double-spaced) enable reflection on various topics and should go beyond basic description of your experiences. They are expected to be focused on relevant topics and be specific to your unique internship experience.

Address relevant business and professional issues you are experiencing in your internship environment. You must complete three (3) Journal Entries selected from the journal topic menu on page 6 during the course of your internship, which are to be submitted by 12:00 midnight (CST) on the due dates that you set in advance. **You must communicate your three Journal Entry due dates to your MGT 450A contact in the WCC prior to the start of the internship.**

### Course Option II: Advising Appointment with a Weston Career Center Advisor

For those students selecting Course Option II, schedule an appointment with a Weston Career Center advisor to discuss your experience mid-way through your internship. Appointments may occur by phone, via Skype, or in person depending upon your needs. To schedule contact the Weston Career Center at 314-935-5950 or [wcc@olin.wustl.edu](mailto:wcc@olin.wustl.edu). During your scheduled appointment, the advisor will seek to understand: the nature of your work, how your work connects with the Olin curriculum, and how your internship has impacted your career interests and goals.

Students are also encouraged to update a Weston Career Center advisor via e-mail or phone throughout the duration of the internship experience with any questions or concerns regarding the internship itself or the MGT 450A course.

### Post-Internship Reflection Paper

The Post-Internship Reflection paper (two pages, double-spaced) should be submitted within one week of completing your internship, and should reflect back upon your expectations as articulated in your Pre-Internship Expectations Paper. Consider addressing the following questions:

- Did your internship entail what you anticipated? Why, or why not?
- Did your internship meet your expectations? Which components met your expectations and which did not? Why?
- What did you discover about the company and industry and your role within it?
- What did you learn about the workplace and your role within it?
- How has your internship shaped your current outlook on your career?

### Updated Résumé

To aid your professional development and readiness to engage in a future internship or job search, create or update your résumé to include your most recent internship experience. Submit your new or updated Olin-format résumé at the same time you submit your Post-Analysis Paper. A Weston Career Center advisor will review your résumé and return it to you with feedback. It is also recommended that you upload the final, revised version of your résumé to CAREERlink.

For those just starting an Olin-format resume, consider using OptimalResume which you will find in [OlinCareers.wustl.edu](http://OlinCareers.wustl.edu) as a template to develop your résumé in the Olin format. Optimal Résumé walks users through the résumé creation process and generates an Olin-formatted résumé. Or, utilize the Resume Guidelines in [OlinCareers.com](http://OlinCareers.com) on the Career Services Resumes/Cover Letters page.

# Weston Career Center

## Recommended Advising Appointment

All students are encouraged to schedule a Weston Career Center advising appointment later in the semester to discuss lessons learned from the internship, a job or internship search plan for the future, and to address any other career-related questions.

## Course Grading

### Course Option I Assignments

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Pre-Internship Expectations Paper	2 Points
Three (3) Journal Entries	3 Points (1 Point per Journal)
Post-Internship Reflection Paper	2 Points
Updated Résumé	3 Points
Recommended Advising Appointment with WCC Advisor	
<b>TOTAL</b>	<b>10 Points</b>

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### Course Option II Assignments

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Pre-Internship Expectations Paper	2 Points
Advising Appointment with WCC	3 Points
Post-Internship Reflection Paper	2 Points
Updated Résumé	3 Points
Recommended Advising Appointment with WCC Advisor	
<b>TOTAL</b>	<b>10 Points</b>

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A student must complete all of the required assignments to receive credit for this class. Failure to submit any assignment will result in a grade of "F" for the course.

## Grading Rubric

This course is designed to engage the student in self-analysis, reflection, and professional growth as they apply business skills and knowledge in the workplace. The following criteria will be used to assess and give feedback about the course deliverables:

- I. Content
  - a. document addresses relevant topic(s)
  - b. document shows serious reflection and self-analysis about pertinent issues
  - c. document correctly applies business concepts
- II. Form
  - a. document is clear and well-organized
  - b. document is free of grammar, spelling, punctuation, etc. errors
  - c. document follows posted directions

## Course Option I Journal Topics

Students engaging in Course Option I **must communicate their three Journal Entry due dates to your MGT 450A contact in the WCC prior to the start of the internship.** Students may reflect on any three of the following six journal topics throughout the course of the internship, or create your own journal topics.

Reflection starters are only meant to spark ideas; students are not required to write on these topics.

Journal Topic with Reflection Starters	Journal Entry Due Date
<p><u>Motivation Techniques</u>            What excites you about coming to work each day?            What type of feedback do you get about your work?            Do you see the link between your effort and the outcome(s) you desire?</p>	<p>12 midnight (CST),  <b>DATE</b></p>
<p><u>Training and Learning Opportunities</u>            What type(s) of training does your internship provide?            How have your studies at Olin prepared you to approach the work at your internship?            Are you lacking any skills that would help you do your job more effectively?</p>	<p>12 midnight (CST),  <b>DATE</b></p>
<p><u>Teamwork</u>            Are you part of a project team (or, alternately, can you see other teams working in the organization)?            What roles do you see team members filling?            How is the team development process handled?</p>	<p>12 midnight (CST),  <b>DATE</b></p>
<p><u>Company Culture</u>            How would you describe the environment of your organization?            Can you see a difference between the formal and informal culture/communication systems?            How well do you “fit” with your organization’s culture? Performance Appraisal and Reward Systems doing?</p>	<p>12 midnight (CST),  <b>DATE</b></p>
<p><u>Performance Appraisal and Reward Systems</u>            How is your performance measured?            Do you feel adequately compensated for your work?            What types of rewards would be most appropriate for people doing the job you are</p>	<p>12 midnight (CST),  <b>DATE</b></p>
<p><u>Leadership Styles</u>            What leadership behaviors does your supervisor show?            Do you see different leadership styles in your organization?            Have you had leadership opportunities?</p>	<p>12 midnight (CST),  <b>DATE</b></p>

## APPLICATION FOR INTERNSHIP IN BUSINESS (TEMPORARY WORK EXPERIENCE)

Use this form to request approval for enrollment in MGT 450A. Please make sure that every field is filled in appropriately. Incomplete forms will not be accepted.

### Personal Information:

Student Name, year, major, and ID number:

Student Email:

### Company Information:

Company:

Company Address:

City:

Country:

Zip:

Phone:

Fax:

### Intern Position Description: (if any of these fields do not apply, type N/A)

Position Title:

Department:

Employer Contact Name:

Employer Contact Email:

Duties and Responsibilities:

Work Hours:

Employment Dates:

(MM/DD/YY)

### Additional Details: (if any of these fields do not apply, type N/A)

Please note which course option you prefer to complete (please circle)

Option I: Please give your three dates: \_\_\_\_\_

Option II

Is your internship paid or unpaid?  
(please circle)

PAID      UNPAID

**Approval from WCC:**

\_\_\_\_\_

**RETURN YOUR APPLICATION TO THE WESTON CAREER CENTER**  
**QUESTIONS?** Contact Sally Pinckard at 314-935-8303 or pinckard@wustl.edu