

SHIPPENSBURG UNIVERSITY

John L. Grove College of Business

Business Internship Syllabus

On-Campus Contacts:

Justin English

Director of Business Internships
Office: Grove Hall 317
Phone: (717) 477-1351
Fax: (717) 477-4132
Email: jmenGLISH@ship.edu

Melanie Lugo

Staff, BIP
Office: Grove Hall 324
Phone: (717) 477-1140
Fax: (717) 477-4132
Email: mlLUGO@ship.edu

Faculty Supervisor

Name: Dr.
Office: Grove Hall
Phone: (717)
FAX: (717)
Email: ????@ship.edu

http://www.ship.edu/Business/Internships/Business_Internships/

Internships Defined

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.” ~ NACE (National Association of Colleges & Employers) 2011

Course Materials

Required Text: “InternQube: Professional Skills for the Workplace”. By Michael True

(ISBN: 978-0-615-46453-4)

Learning Outcomes

Upon successful completion of the academic internship, the student will be able to:

- Demonstrate an understanding of, and relevance to, their academic career by making a connection between knowledge learned in the classroom and practical problems in a professional work environment.
- Identify their strengths, weaknesses, and areas of interest, based on their practical work experience.
- Expand their network of professional contacts

Credit Hours

A student may take a 3, 6, or 9 credit academic internship. Applications for Internship Credit forms can be obtained and returned to Melanie Lugo, in Grove 324. The following is the minimum amount of actual working hours to be obtained for each credit level:

3 Credits = 120 hours minimum
(Pass/Fail)

6 Credits = 240 hours minimum
(Letter Grade)

9 Credits = 360 hours minimum
(Letter Grade)

*Note: These credits will be applied as Free Electives

Each level of credits have separate requirements involved and are summarized below:

3 Credit Academic Internship: (Pass/Fail)

- Read required text and submit a 1-2 page paper on the subject matter
- Maintain a Daily Log
- Submit a 3-5 page Internship Report to summarize your experience
- Ensure that the Employer & Student Evaluations are completed and returned

6 Credit Academic Internship: (Letter Grade)

- Read required text and submit a 2-3 page paper on the subject matter
- Maintain a Daily Log
- Create a Statement of Learning Objectives
- Submit a 5-7 page Internship Report to summarize your experience
- Submit a 7-10 page Research Paper. Criteria determined by Faculty Supervisor.
- Ensure that the Employer & Student Evaluations are completed and returned

9 Credit Academic Internship: (Letter Grade)

- Read required text and submit a 2-3 page paper on the subject matter
- Maintain a Daily Log
- Create a Statement of Learning Objectives
- Submit a 5-7 page Internship Report to summarize your experience
- Submit a 7-10 page Research Paper. Criteria determined by Faculty Supervisor
- Conduct a Ship Alumni Interview or Give a presentation of your experience
- Ensure that the Employer & Student Evaluations are completed and returned

Internship Duties & Requirements

Purpose:

The primary purpose of the Business Internship Program at Shippensburg University is to allow the student to work directly in an outside business, agency, or organization, appropriate to the student's major, so that he/she may experience a meaningful relationship between the classroom/course material and the work environment. This relationship may focus on special projects, assignments, and presentations that require understanding and integration of the functional areas of business and the practical considerations for decision making. The BIP provides an opportunity to experience the working world, to solidify career goals, and to test possible career choices.

Duties & Requirements:

- A. Satisfactorily perform duties and responsibilities as outlined on the job description submitted by the employer.
- B. Read the internship text ("InternQube: Professional Skills for the Workplace"; by Michael True, ISBN: 978-0-615-46453-4) available at the bookstore, which is designed to help prepare students for their internship experience.

Submit a 1- 2-page paper (2-3 pages for 6 & 9 credit internships) about the book to your Faculty Supervisor and the Internship Director at BIP@ship.edu) no later than 2 weeks after the start of the internship. Consider the following questions when submitting your report:

- a. Did you find the text useful overall
 - b. What did you learn that you did not know before?
 - c. What questions do you still have about internships?
 - d. What change(s) will you incorporate about how you approach this internship after reading the text?
- C. Maintain a **Daily Log** in which you will **briefly** describe the tasks and responsibilities completed each day, as well as other work-related experiences. Submit this log to your Faculty Supervisor as requested by them.

- D. Submit, via email, a typed **summary** of your log to your assigned Faculty Supervisor by the first day of **each month** during the internship semester. The summary should not exceed two double-spaced, typed pages.

You should consider the following questions as you write each summary throughout your internship. These questions will be discussed with you when your assigned Faculty Supervisor visits, or calls you, at your work site. The questions should also be considered in your ongoing dialogue with your Employment Supervisor.

1. Am I performing those work tasks and responsibilities which were included in my job description?
 2. Are my academic, interpersonal, and communication skills adequate for success in this position?
 3. To what extent are the above skills being utilized and enhanced by the internship experience?
 4. Am I fully utilizing all the resources available on the job?
 5. As a result of a **daily** self-evaluation of my progress, am I establishing new and more appropriate goals for myself?
 6. In what specific ways am I growing professionally and personally as a result of the internship experience?
 7. How is the internship experience affecting my career plans?
- E. Prepare a 3- to 5-page (5-7 pages for 6 & 9 credit internships), double-spaced, typed Internship Report at the conclusion of your internship that summarizes your internship experience. You are required to submit via email a copy of your summary report to you assigned Faculty Supervisor, your Employment Supervisor, and to the Internship Director (BIP@ship.edu) during the final week of your internship. The summary report should analyze how the internship met your learning objectives and should include:
- What you have accomplished during your internship
 - What you have learned from your internship experience
 - How the internship experience will impact your future program of study at Shippensburg
 - University and graduate school, if applicable
 - How the internship has influenced your career aspirations
- F. Ensure that your employer submits his or her intern evaluation to the Internship Office. There will be the mid-term evaluation and an evaluation at the conclusion of the internship experience.
- G. Complete and return the internship evaluation (i.e., your evaluation of the internship) to the Internship Office. A link to the internship evaluation form will be emailed to you at the conclusion of your internship.
- H. For letter-graded academic internships (6 or 9 credit only) you must do all of the tasks above and also these tasks:
- At the beginning your internship, submit to your Faculty Supervisor and the Internship Director (BIP@ship.edu) a statement of Learning Objectives you expect to achieve during the internship.
 - By the last day of the semester, submit a 7- to 10-page double-spaced, typed Research paper related to your major and career field. The criteria for the paper will be determined by the Faculty Supervisor. Please refer to the following link to assist you with the proper format for your research paper: (check with your Faculty Supervisor for proper format)
http://research.library.ship.edu/content.php?pid=282866&sid=2330046&search_terms=Research+paper+formats
 - Conduct a Ship alumni interview and provide a 1-2 page summary OR give a presentation on your internship (9 credit only). Refer to the Alumni Interview Handout or contact the Internship Office if you wish to arrange a presentation.

Learning Objectives (6 or 9 credit academic internships)

As part of both 6 and 9 credit academic internships, students are responsible to develop specific personal learning objectives for each of the four areas listed below. This exercise should be completed by the intern in consultation with the Faculty Supervisor and Employer/Supervisor during the beginning of the internship.

I. Skill Development

This area will include the improvement in the overall skill set a student uses on a daily basis, mainly in the area of communication. Written communication, verbal communication, listening skills, interpersonal skills, understanding organizational lines of communication, electronic communication (i.e. e-mail, texting, etc.), presentations skills, teamwork skills, and leadership skills are addressed under this category.

II. Application & Broadening of Knowledge

This area will include being able to understand the workplace setting, operating procedures, the corporate culture, the industry, and its products/services. Other factors that will fall under this area will be the competitive landscape of the organization as well as other organizational concepts. Application of classroom knowledge will be supplemented by the exposure to real world organizational challenges.

III. Career Awareness

This area will allow the student to get an immersed and comprehensive view of future potential job/career opportunities. They will learn about specific positions and their respective industry/organizational environment as well as the skills, qualifications, and training that will be required for advancement and success within that industry/organization.

IV. Personal Development

This area will involve some of the most critical outcomes that the student will take forward in their respective careers. Self-confidence, professionalism, and basic work habits will be found in these objectives.

For a full description and examples of each area, please refer to the Learning Objectives Handout associated with this syllabus

Internship Registration Procedures

- A. The Internship Office will assist in scheduling your internship. It is **your** responsibility (NOT THE RESPONSIBILITY OF THE INTERNSHIP OFFICE) to **officially** drop (if necessary) any classes you need to drop to accommodate the internship. All add/drops to your schedule (including scheduling the internship) must be completed before the end of the add/drop period.

We cannot add internships after the add/drop period. If you plan to enroll in courses during the internship semester, we recommend that you schedule no more than six additional credits if you are planning on working at your internship full-time.

If you are dropping a course in order to complete an internship, MEET WITH YOUR ACADEMIC ADVISOR TO DISCUSS THE RAMIFICATIONS of your actions.

Business Internship Program Checklist

The following pages include a checklist for the interns use to assist in organization of required tasks. If you have any questions please contact the BIP office at (717) 477-1440 or BIP@ship.edu



Shippensburg University Business Internship Program Checklist for Business Interns

Please refer to *Business Internship Guidelines for Students* for specific assignment details

	Relevant to	Internship Duties	Date Due	Submitted	Comments
1	3 – 9 credit internships	Perform duties/responsibilities as outlined on job description submitted by employer	Throughout internship		
2	3 – 9 credit internships	Read the internship text (<i>InternQube: Professional Skills for the Workplace</i> , by Michael True, ISBN: 978-0-615-46453-4 – available at the bookstore.	Due two weeks after the start of the term.		
3	3 – 9 credit internships	Maintain a daily log	Submit at faculty advisor's request		
4	3 – 9 credit internships	Submit via email a typed summary of your log to your faculty advisor. This should not exceed two double-spaced, typed pages.	First day of each month during the internship semester		
5	3 – 9 credit internships	Prepare a 3 – 5 page (5-7 pages for 6-9 credits) double spaced, typed internship report that summarizes your internship experience.	Near the conclusion of your internship, but no later than one week before the end of the term.		
6	3 – 9 credit internships	Remind employer to complete your mid-term evaluation via Survey monkey. The Internship Office will email to employer with a link with specific date to complete.	Due mid-way through your internship		
7	6– 9 credit internships	Submit to your faculty advisor a statement of learning goals you expect to achieve during the internship. You will develop these learning objectives with your faculty supervisor and employer. See Learning Objective Handout for examples.	At the beginning of your internship.		
8	6 – 9 credit internships	Submit a 7 – 10 page double-spaced, typed research paper related to your major and career field. Criteria will be determined by your faculty supervisor. Refer to library link in this syllabus for research paper format methods.	Near the conclusion of your internship, but no later than one week before the end of the term.		
9	9 credit internships	Conduct an Alumni interview and prepare a 1-2 page summary OR give a presentation on your internship. Contact the Internship Office if you wish to arrange a presentation. See the Alumni Interview Handout OR contact the Internship Office for a list	Near the conclusion of your internship, but no later than one week before the end of the term.		

		of potential interview questions.			
10	3 – 9 credit internships	Remind employer to complete your end of term evaluation via Survey monkey. The Internship Office will email employer with a link with specific date to complete.	Near the conclusion of your internship, but no later than one week before the end of the term.		
11	3 – 9 credit internships	Complete student end of term internship evaluation via Survey monkey. The Internship Office will email this to you with link.	Near the conclusion of your internship, but not later than one week before the end of the term.		

Business Internship Grading Requirements – General Guidelines

Students are advised to consult with their Faculty Supervisor in regards to the grading requirements for their particular credit level of internship they are obtaining.