BUS 300 BUSINESS INTERNSHIP
COURSE SYLLABUS

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OVERVIEW
The BUS 300 Business Internship course is a three (3) credit hour Z-graded (Pass/Fail) course that is open to business students of Junior or Senior standing. Business field work of eight to fifteen weeks of employment is undertaken to obtain the required 180 hours of internship experience. Non-business students may qualify for this course as well - please contact Dr. Ammeter for more information.

An internship in the School of Business is a planned, meaningful work experience granting academic credit. Supervision consists of a site supervisor (who is a qualified professional in the business or organization where the internship is arranged) and a faculty sponsor (who is a full-time professor in the School of Business). The site supervisor evaluates the work performed by the student on the job. The faculty sponsor, in consultation with the site supervisor and the student, is responsible for maintenance of the academic quality and assignment of the course grade. The internship must be academic in nature, since academic credit is awarded for the experience. Internship positions may be paid or non-paid, full-time or part-time.

LEARNING OBJECTIVES:

1. Provide opportunities for students to investigate first-hand knowledge and theories learned in the classroom in connection with the work world.
2. Provide opportunities for students to evaluate and apply a body of knowledge and methods of inquiry from an academic discipline to workplace settings.
3. Develop interviewing and job search skills.
5. Enable students to develop work competencies for specific professions and to explore career interests and form networks.
6. Provide opportunities to learn from an employer’s evaluation of capabilities and talents.
7. Provide opportunities for students to develop a professional attitude toward appearance and behavior in the workplace, time management skills, and the ability to prioritize assignments.
8. Additional course objectives may be added to address specific needs of a particular discipline.
REQUIREMENTS TO APPLY FOR AN INTERNSHIP (NO GUARANTEE YOU WILL BE ADMITTED)

You can receive BUS 300 credit for an internship if:
1. You will be working at the internship at least 180 hours during the semester (no more than 40 hours per week and at least 8 weeks).
2. You are not enrolled in any other internship courses at the same time.
3. You have Junior or Senior standing.¹
4. You are in good academic standing during the semester of the internship.
5. You will not be taking more than 9 credit hours of coursework over and above the 3 credit hours for BUS 300 during the fall/spring semester (maximum 12 hours) or 6 credit hours in the summer (maximum 9 hours).
6. You apply to register for the BUS 300 course prior to starting your internship and pay the tuition for this course.

To apply for the BUS 300 Internship Course, you will need to be registered in our CCN database and complete the Experiential Learning Internship Agreement:
1. Log-in to the School of Business’ Career Site, College Central Network
   a. Business students are pre-registered into this system, but you will need to activate your account before logging in for the first time.
   b. If you are a business student and have not been pre-registered, you may create an account using your Student ID number.
   c. If you are not a business student, you may create an account using your Student ID number.
2. Click on “Experiential Learning” (Left side of screen under dashboard)
3. Submit a “New BUS 300 Business Internship Agreement”

This agreement will then go to course administrators, who will then route a request to the employer to approve your internship. The employer will be asked to provide contact information for the internship supervisor, as well as an internship job description. Employers are not required to register with the system. These forms are due prior to the first day of the semester of your internship or the first day of your internship, whichever comes first. You cannot earn credits after the job is completed.

Once everything is approved, the School of Business will register you for the course (you cannot register yourself). Note that the BUS 300 Business Internship is a 3 credit hour course and you will be responsible to pay tuition for this course in the semester that the internship work is performed.

REQUIREMENTS TO COMPLETE THE INTERNSHIP

This course is graded as pass/fail (Z Grade). To successfully complete the BUS 300 Business Internship course, you must:

¹ If you are not yet a Junior, your application will be considered if you send a formal letter detailing how your prior work experiences (duties, responsibilities, and skills) and specific courses have prepared you for this internship to dammeter@bus.olemiss.edu in addition to completing the CCN application.
1. Complete and submit all of the required forms contained in the CCN Experiential Learning module prior to starting your internship.

2. Develop student learning outcomes with the site supervisor in the first two weeks of the internship.

3. Complete required internship hours with documentation.

4. Participate in Weekly Discussion Questions & Assignments found in Blackboard.

5. Provide documentation that the learning outcomes have been met – supervisor and self-evaluations.

6. Complete an evaluation of the organization and the internship at the conclusion of the internship.

7. Write an internship summary (Name, Major, Company, Job title/Department, 3 or 4 bulleted items of projects you completed).

8. Provide at least one picture of you at your internship, preferably with your internship organization’s logo or something similarly recognizable in the picture. Pictures should be high-resolution and sent in the format that they were taken (e.g., .jpg, .png).

9. Comply with all additional requirements outlined by the faculty supervisor.

THE INTERNSHIP AGREEMENT – “PAPERWORK”

This deliverable is turned in through our College Central Network software. It is the contract between the student and the employer. It confirms that both the intern and the intern supervisor are aware of the internship responsibilities and due dates. It also provides the contact information for the intern and the intern supervisor during the semester of the internship. If your Internship Agreement is not received by the due date with your supervisor’s signature, you will be asked to drop the class.

STUDENT LEARNING OUTCOMES

The intern and site supervisor will work together to determine a set of four learning outcomes no later than the 3rd week of the internship (look at the course learning objectives on page 1 for ideas of learning outcomes). These will be uploaded into Blackboard as your week 3 deliverable.

HOURS WORKED

You will record the hours worked and upload them into Blackboard at mid-term and at the conclusion of the internship.

WEEKLY DISCUSSION QUESTIONS & ASSIGNMENTS (THESE WILL HAVE DEADLINES)

Throughout the semester, I will post relevant articles and / or videos that pertain to the weekly discussion. Each week, you will provide a reflection to the discussion theme in Blackboard, using (1) what you’ve learned in classes, (2) any posted article or video, and (3) your experience at your internship. You then will comment and respond to at least two of your group members' reflections. Your comment/response should take one of the following forms:

- Find a piece in the reflection that echoes your experience in your internship. Talk about the
similarities and differences.
• Is there a frustration or problem described in the reflection that you've encountered in the past? Discuss the situation, how you solved it, and what you learned.
• Comment on a part of the project discussed in the reflection that you find particularly interesting. What would you like to hear more about it?

WEEKLY THEMES FOR YOUR INTERNSHIP EXPERIENCE (each will be open 3 weeks in Blackboard)

Week 1: Internship Expectations

Week 2: Onboarding Experience

• [Week 3]: Your set of four Learning Objectives - Assignment

Week 4: Networking

• [Week 5] Stop, Start Continue - Mid Term Supervisor and Self Evaluation (Discuss with supervisor)

Week 6: Personal Communication Skills

Week 7: Critical Thinking/Problem Solving

Week 8: Teamwork or Leadership Development

Week 9: Reflecting on Your Internship Experience – look back at Learning Objectives

• Final Supervisor and Self Evaluation

• Final Evaluation by student of internship and organization

THE INTERNSHIP EXPERIENCE

The one person who can make the internship a complete success is you. Ask your job supervisor to provide you with a variety of experiences. Be proactive - ask for special projects, meetings to attend, and any other tasks that will broaden your understanding of your employing firm and the industry. Not only will what you submit for this course be better, but you will gain valuable experience that will be recognized when you enter the job market.

RESOURCES

If you would like help identifying possible internship opportunities, please contact Meg Barnes at mbarnes@bus.olemiss.edu or Wesley Dickens at wdickens@bus.olemiss.edu at the School of Business Administration. We do not have a strict set of requirements regarding your duties during the internship - we mainly want to be sure that you are doing the things that would be typical of someone in a regular position in that organization (ideally you would do a variety of tasks, gain new knowledge and skills).

COURSE POLICIES
Attendance – I will take attendance at the beginning of the semester by asking you to complete the syllabus quiz. Once you complete the quiz, you will be considered actively participating in the course. If you do not respond (and you do not inform me of your legitimate reason), you will be administratively dropped from the class.

The School of Business Administration Statement of Academic Integrity. The School of Business Administration upholds honor and academic integrity in all of its teaching, research, and service activities. All business faculty, staff, and students are charged with the responsibility to behave with personal and professional integrity and to refrain from dishonorable conduct.

You are expected to be familiar with and adhere to the policies regarding ethical behavior and academic integrity of this institution. Unfortunately, academic misconduct or cheating sometimes occurs. Penalties include a grade of zero for an assignment or entire course and a recommendation of academic suspension. Please see “Student Academic Conduct and Discipline” in the M Book.

Disability Accommodations. It is University policy to provide, on a flexible and individual basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or meet course requirements. Students with disabilities, which have been verified through the Office of Student Disability Services, must contact their instructors to discuss their individual needs for accommodations.

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**GRADES**

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This course is pass/fail. In order to pass, you must participate in at least 6 discussions and complete all other activities.