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.
4. Provide opportunities for self-directed learning.
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, https://www.collegecentral.com/olemissbusiness/ and select ***Students*** icon at the bottom of the screen.
    a. Most business students are pre-registered into this system, but you will need to ***activate*** your account before logging in for the first time.*
    b. * Some business students may not be pre-registered. 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. Complete and submit all of the required forms contained in the CCN Experiential Learning module prior to starting your internship.
2. Complete Internship Assumption of Risk Waiver & Release of Liability.
3. Complete internship course syllabus & code of conduct quiz.

[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.

4. Watch orientation video and the associated quiz.
5. Participate in Discussions on the YellowDig platform (through Blackboard).
6. Develop student learning objectives with the site supervisor in the first weeks of the internship.
7. Complete a mid-term developmental feedback exercise.
8. Supervisor evaluation of intern (check on learning objectives).
9. Complete 180 required internship hours (supervisor will validate at end of term).
10. Complete an evaluation of the organization and the internship at the conclusion of the internship.
11. Complete an Internship Flyer
12. Record total hours and impact in GivePulse
13. 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, employer and the university. 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 academic term of the internship. If your Experiential Learning Agreement is not finalized by the due date, you will not be allowed to register for the course.

WEEKLY DISCUSSIONS IN YELLOWDIG *(SMALL FEE TO USE)*

Yellowdig is your online discussion platform for the duration of our course. Unlike typical Blackboard discussions where all of you would respond to the same prompt, Yellowdig lets you find and share real-world content (articles, videos, etc.) that YOU feel is relevant to your internship experiences. As you create posts and make comments, and as other students react to or comment on your posts, you will automatically receive participation points. Just to be clear, using Yellowdig is a *required* part of the course that must be completed in order to pass the course.

For more information:

- Watch Yellowdig's brief series of orientation videos.
- Peruse the Learner section of the Yellowdig Knowledge Base as well as the Quick Start Guide to Yellowdig functions.
- If you have any technical questions or are having trouble, send Yellowdig a support ticket here.

STUDENT LEARNING OBJECTIVES

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

MID-TERM DEVELOPMENTAL FEEDBACK

The intern will conduct interviews with the site supervisor and two colleagues using a stop, start and continue protocol to determine areas of strength and developmental opportunities for the intern. A summary of the interviews and a development plan will be uploaded into Blackboard.

SUPERVISOR EVALUATION OF INTERN

You will send your supervisor a link to a Google Form for your supervisor to evaluate you on several competencies, your overall performance and the performance of the Business School. S/he will also confirm that you have worked at least 8 weeks and at least 180 hours.

INTERN EVALUATION OF INTERNSHIP

You will use a Google Form to provide information on how valuable your internship experience was in terms of practical experience, knowledge and skills gained.

INTERNSHIP FLYER

Each intern will create an internship flyer to show other students in the Business School the different types of internships our students participate in. The flyer contains:

a. Internship summary (Name, Major, Company, Job title/Department, 3 or 4 bulleted items of projects you completed).

b. Photo 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).

IMPACT IN GIVEPULSE

To help show the impact you have had on your community and to help the university maintain its Carnegie Classification for community engagement, you will share your total hours and primary tasks (what you put on your flyer) in the university's GivePulse platform.

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 and code of conduct 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.

GRADES

WAIVER/SYLLABUS/CODE OF CONDUCT	✓
ORIENTATION QUIZ	✓
WEEKLY DISCUSSIONS	✓
STUDENT LEARNING OBJECTIVES	✓
MID-TERM EVALUATIONS	✓
INTERNSHIP FLYER	✓
FINAL EVALUATION	✓
EVALUATION OF INTERNSHIP	✓
RECORD IMPACT IN GIVEPULSE	✓
WORK AT LEAST 8 WKS & 180 HOURS	✓
TOTAL	**PASS (Z GRADE)**

This course is pass/fail. In order to pass, you must accumulate the appropriate number of points in the YellowDig discussion platform and complete all other activities.