



ACCT 3400, BUSN 3400-H01, ECON 3400, FINN 3400 - COURSE SYLLABUS
Internship for Academic Credit | Fall 2017

Instructor	Email	Telephone	Office	Office Hours
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CLASS MEETINGS: This course is facilitated online using Canvas and includes one face-to-face meeting. The internship is an opportunity for students to earn academic credit while applying theoretical and course-based practical learning in a supervised industry experience. Contact hours that would normally be spent in class, will take place onsite at the location of the internship. For this reason, it is essential that students complete 150 hours minimum in a supervised work setting.

ATTENDANCE: You are required to honor the work schedule set forth and agreed upon by you and the employer. It is very important for you to demonstrate punctuality during your internship experience. **Students with less than 150 supervised hours by the end of the semester will receive a failing grade in the course.**

COURSE DESCRIPTION: ACCT 3400, BUSN 3400-H, ECON 3400, and FINN 3400
 Prerequisites: Belk College of Business Junior or Senior in good standing with a declared major or minor in Accounting, Economics, or Finance with a 2.0 GPA or higher. Acceptance into the Business Honors Program is a prerequisite for enrolling in the BUSN 3400-H course. Completion of ACCT 3312 with a grade of “C” or better is a prerequisite for enrolling in the ACCT 3400 course.

MATERIALS: There is no required text for this course.

OBJECTIVES: The objectives of this course are to:

- Increase business acumen and industry knowledge associated with a student's major and intended profession
- Gain practical work experience related to a business major and apply theoretical understanding learned in the classroom to a real-world setting
- Build a professional network and identify potential career paths for the future
- Identify personal and professional career goals leading to future career success

SUPERVISOR RESPONSIBILITIES: Your onsite supervisor is required to complete an evaluation of your work performance. The supervisor should provide you adequate guidance and training during the internship. The purpose of the evaluation is to provide an opportunity for open communication about performance expectations and feedback. It is the responsibility of your supervisor to create an ethical work environment for you to learn and grow professionally. If for any

reason you feel that your employer is not supporting ethical work practices, please contact the course instructor immediately to discuss.

The employer evaluation is due Monday, December 1. It is your responsibility to follow up with your supervisor to ensure that the evaluation is completed on time and by the deadline. This means allowing time for your supervisor to consider your performance, write up an evaluation, share it with you in a discussion, and then email the results to the instructor.

HONOR CODE: Students are expected to abide by the “UNC Charlotte Code of Academic Integrity” as described in the *UNC Charlotte Undergraduate Catalog*. Students found in violation may be subject to failure of an assignment, exam, and/or the course.

DISABILITY SERVICES: Students in this course seeking accommodations for disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

DIVERSITY STATEMENT: The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

SYLLABUS MODIFICATION: The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of any changes will be sent via email and then uploaded immediately in Canvas.

ASSIGNMENTS: All assignments will be submitted online via Canvas. Assignment deadlines and point values are outlined below.

PORTFOLIO OVERVIEW & DEADLINES:

	ASSIGNMENT	DUE DATE
80% OF FINAL GRADE		
1.	Introduce Yourself (Canvas Discussion Board) (10 pts)	August 28 at 11:59pm
2.	Business in the News (Canvas Discussion Board) (15 pts)	December 5 at 11:59pm
3.	Internship Goal Setting Report (20 points)	September 11 at 11:59pm
4.	Informational Interview Summary Report (20 points)	October 2 at 11:59pm
5.	Obstacles and Challenges Report (20 points)	October 16 at 11:59pm
6.	Submit Supervisor Email Address via Canvas (5 points)	October 23 at 11:59pm
7.	Duties & Accomplishments Report (20 points)	October 23 at 11:59pm
8-a.	Submit First Draft of Resume (20 points)	October 30 at 11:59pm
8-b.	Participate in Resume Peer Reviews (5 points)	November 3 at 11:59pm
8-c.	Meeting with Sarah Haley for Critique (15 points)	November 6-17
9.	Supervisor Thank You Letter (20 points)	November 20 at 11:59pm
10.	My Experience – Internship Evaluation (10 points)	December 1 at 11:59pm

10% OF FINAL GRADE		
11.	Hour Verification Form – Signed by Employer	December 1 at 11:59pm
10% OF FINAL GRADE		
12.	Intern Performance Evaluation – Completed by Employer	December 1 at 11:59pm

OVERVIEW OF ALL ASSIGNMENTS:

Assignment 1: Introduce Yourself – The purpose of this assignment is to get to know your peers and learn about their internships. This is also an opportunity to share your expectations for the semester with your internship. The “Introduce Yourself” discussion will be posted on the Discussion Board on Canvas during the first week of class. For your introduction, please share:

1. Your name
2. Your major and year
3. Where you are interning and a general overview of your work
4. What you hope to gain from your internship

Assignment 2: Business in the News – Throughout the semester, I will post various articles on the canvas discussion board. Please respond to **at least 3** of the articles (each worth 5 points for a total of 15 points). Your response should:

1. Include new, thought-provoking information
2. Demonstrate that you read the article
3. Present your unique perspective
4. Challenge ideas or concepts

Assignment 3: Internship Goal Setting Report – The purpose of this assignment is to help you manage the expectations for your internship and identify professional goals you would like to accomplish during the internship experience. At a minimum, the report should be **2 pages typed, double-spaced, 1 inch margins in 12 point font** and include the following:

1. Describe agreed-upon work goals and objectives from your supervisor that you plan to execute during your work experience.
2. Identify and summarize new professional skills you hope to obtain from the internship experience and specifically describe how those skills will enhance your future career.
3. Outline the expectations you hold today for your internship and what you hope to accomplish as a result.

Assignment 4: Informational Interviews Summary Report – The purpose is to help you establish a network within your new organization and gain valuable industry knowledge about future career paths. You will **select at least 2 colleagues with which you will conduct an informational interview** (refer to handout in Canvas).

You should choose someone at your organization who holds a career that you aspire to attain in the future. You may consult with your supervisor to identify potential interview candidates if needed. The person(s) you are interviewing cannot be another intern or another person who holds your same position.

At a minimum, the report should be **2 pages typed, double-spaced, 1 inch margins in 12 point font** and address the following prompt: *Describe the career paths of the person(s)*

interviewed, summarize his or her daily duties and responsibilities, and outline the skills or qualities needed for success in the described occupation. Be sure to include any career advice or tips the interviewee provides.

Assignment 5: Obstacles & Challenges Report – The purpose of this assignment is to help you identify existing or potential challenges that could hinder you from being successful during your internship.

At a minimum, the report should be **1 page typed, double-spaced, 1 inch margins in 12 point font** and address the following prompt: *Describe the obstacle (s) or challenge (s) that you are facing during your internship. How could this obstacle hinder you from being successful? What steps are you taking to overcome the obstacle(s) or challenge(s)?*

Assignment 6: Submit Your Supervisor Email Address – Please submit your supervisor’s email address in Canvas to ensure your performance evaluation goes to the correct person.

Assignment 7: Duties & Accomplishments Submission – To showcase your resume effectively and highlight your significant duties and accomplishments, it is helpful to maintain a log of activities during your internship. These examples will also help you to be more successful in a behavioral interview in the future. Provide at least three responsibilities and/or accomplishments. Frame your responses using the STAR method (refer to handout under “Resources” on the home page). The assignment should be typed in bullet point format (one bullet per responsibility / accomplishment).

Assignment 8: Putting Your Internship on Paper – Part A: Submit a draft of your updated resume to include this internship position. Refer to Assignment 4 for relevant details, quantify your work where possible, and document evidence of your contributions. Do not copy/paste the STAR method from the previous assignment; rather, extract only the data that is significant. Resumes should not exceed one page.

Part B: After you have submitted your resume, you will have an opportunity to provide a peer review to one classmate and, in turn, receive a review from a peer.

Part C: After the review process, please schedule a meeting with Sarah Haley to review your resume and have a final critique. There will be an appointment sign-up in Canvas posted closer to the assignment deadline. Appointments will be available from **November 6-17, 2017**.

Assignment 9: Supervisor Thank You Letter – Write a formal letter to your onsite supervisor thanking him or her for providing you with the internship opportunity. This should be no longer than three short paragraphs. Please submit the assignment in a Word document. There is a handout in Canvas on the assignment page with a sample letter you can use for inspiration (**do not copy and paste**). **Do not give the thank you letter to your supervisor until your instructor has reviewed it**

Assignment 10: My Internship Evaluation – Complete a confidential evaluation of your internship experience. This is only for your instructor to view and you will have the opportunity to evaluate your supervisor and the company where you worked. The student evaluation form can be found by following the link on Canvas to this specific assignment.

Assignment 11: Employer Hour Verification Form – You are required to track all hours worked for your internship on the hour verification form that can be found in Canvas. Once the form is completed, present it to your supervisor for certification of your total hours. Your supervisor’s actual signature is required. Upload your completed hour verification forms to Canvas. A scanned PDF copy is acceptable. Do NOT submit paystubs or any other document that may contain sensitive personal information such as your social security number. A signed letter from your supervisor, scanned, and uploaded to Canvas is also acceptable.

Assignment 12: Intern Performance Evaluation – Your onsite supervisor is required to complete an evaluation of your work performance, **which will be emailed in the form of a survey from the university.** It is your responsibility to follow up with your supervisor to ensure that the evaluation is completed on time and by the deadline. This means allowing time for your supervisor to consider your performance, write up an evaluation, share it with you in a discussion, and then email the results to the instructor. Have this discussion early to avoid pressuring your supervisor to perform under a quick turnaround.

GRADING: The course is graded on the scale below. Your onsite supervisor will be completing and evaluation of your work performance that will be included in your final grade. **The final grade for this course is Pass {P} or No Credit {NP}.**

Portfolio Assignments # 1 - 10	80 %	Grading Scale	Pass = 70 – 100%
Employer Evaluation	10%	A = 90 – 100%	No Credit = 0 – 69%
Hour Verification Form	10 %	B = 80 – 89%	
Total	100%	C = 70 – 79%	
		D = 60 – 69%	
		F = 0 – 59%	

LATE ASSIGNMENTS: All assignments are graded out of 20 points unless otherwise noted on pages 2-3. There will be an automatic loss of 3 points for a late assignment. For each additional day the assignment is late, 1 point will be deducted. For example, an assignment that is 2 days late will have 4 points deducted automatically and the highest possible grade on that assignment is 16/20.

GRADING RUBRIC: Most assignments will be graded using the following rubric. Please check each assignment in the event that a specific grading rubric has been selected.

- **Organization** – Is the writing clear and easy to follow? Does it have a centralized theme? Does one idea flow smoothly to the next? Is the information successfully integrated to express the required content?
- **Fact Gathering** (if applicable) – Does the assignment employ appropriate information or facts? Is it evident that the assignment is well researched?
- **Personal Thoughts** (if applicable) – Are the personal thoughts/opinions of the writer easy to discern? Does the writer express a firm opinion along with supporting reasons?
- **Grammar** – Is the spelling, punctuation grammar accurate? Is the sentence structure varied?
- **Presentation** – Is the assignment neatly typed according to required specifications?
- **Overall Content** – Does the content fulfill all requirements of the assignment? Does it demonstrate understanding of topic and related concepts? Is the assignment well written? Does the assignment demonstrate full potential?