CLASS MEETINGS: This course is facilitated 100% online using Canvas. 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, FINN 3400, IBUS 3400, INFO 3400, MGMT 3400, MKTG 3400 and OPER 3400 (3) Prerequisite: Prerequisite: Belk College of Business Junior or Senior in good standing with a declared major or minor in Accounting, Economics, Finance, International Business, Management, Management Information Systems, Marketing, or Operations & Supply Chain Management.

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.

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. A good rule of thumb is to allow 2-3 weeks’ notice, but will depend on your supervisor’s work schedule among other factors. Have this discussion early to avoid pressuring your supervisor to perform under a quick turnaround.
**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 such changes will be sent by email notice.

**ASSIGNMENTS:** You are required to complete an Internship Portfolio. You will submit all assignments to Canvas by the published deadline. *Late submissions will require a grade reduction for the assignment.*

**Assignments**

1. Internship Goal Setting Report
2. Informational Interview Summary Report
3. Obstacles and Challenges Report
4. Duties & Accomplishments Submission
5. Resume
6. Supervisor Thank you Letter
7. My Experience - Internship Evaluation
8. Hour Verification Form – Signed by Employer
9. Intern Performance Evaluation – Submitted by Employer

**PORTFOLIO CONTENT:**

**Assignment 1: 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 types, 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 2: 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 on course webpage).

It is recommended that you 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 3: 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 4: 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. Provide at least three responsibilities and/or accomplishments. Frame your responses using the STAR method (refer to handout on course webpage). The assignment should be typed in bullet point format (one bullet per responsibility/accomplishment).

Assignment 5: Updated Resume — Submit a copy 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.

Assignment 6: 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 on the course webpage 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 7: 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 on the course webpage.

Assignment 8: Employer Hour Verification Form — You are required to track all hours worked for your internship on the hour verification form that can be found on the course webpage. 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 course webpage is also acceptable.

**Assignment 9: 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. A good rule of thumb is to **allow 2-3 weeks’ notice,** but will depend on your supervisor’s work schedule among other factors. 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}.**

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<tr>
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<th>Portfolio Assignments # 1 - 7</th>
<th>Grading Scale</th>
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<tr>
<td></td>
<td>80 %</td>
<td>A = 90 – 100%</td>
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<td>Employer Evaluation</td>
<td>10%</td>
<td>B = 80 – 89%</td>
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<td>Hour Verification Form</td>
<td>10 %</td>
<td>C = 70 – 79%</td>
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<td><strong>Total</strong></td>
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**Grading Scale**

- **Pass** = 70 – 100%
- **No Credit** = 0 – 69%

**GRADING RUBRIC:** Assignments will be graded using the following rubric.

**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?

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<thead>
<tr>
<th>CONTENT</th>
<th>POOR</th>
<th>ACCEPTABLE</th>
<th>EXCELLENT</th>
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<td><strong>CONTENT</strong></td>
<td>Topic is poorly developed, with supporting details that are absent or vague. Trite ideas and/or unclear wording reflect a lack of understanding of topic.</td>
<td>Topic is evident with some supporting details; generally meets requirements of assignment.</td>
<td>Topic is well developed, effectively supported and appropriate for the assignment. Effective thinking is clearly and creatively expressed.</td>
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<td>3-4</td>
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<td>ORGANIZATION</td>
<td>Writing is rambling and unfocused, with main theme and supporting details presented in a disorganized, unrelated way.</td>
<td>Writing demonstrates some grasp of organization, with a discernible theme and supporting details.</td>
<td>Writing is clearly organized around a central theme. Each paragraph is clear and relates to the others in a well-planned framework.</td>
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**NOTE: Students must achieve at least a 3 in each area to demonstrate proficiency.**