CLASS MEETINGS: There will be two required face-to-face class meetings for this course. The first class meeting will be offered at multiple times. You may select one class time that best fits your schedule. You need to register for the class time through Moodle as soon as possible and no later than January 9, 2013, 5:00 pm.

The second required individual meeting with the instructor will be during the week of April 22 – April 26, 2013 to discuss your internship experience and Internship Portfolio. It is important that you schedule your final individual appointment well in advance of April 22 in order to meet this deadline.

COURSE DESCRIPTION: ECON 3400, FINN 3800, IBUS 3400, INFO 3400, MGMT 3400 and OPER 3400 (3) Prerequisite: Belk College of Business Junior or Senior in good standing with a declared major in Economics, Finance, International Business, Management, Management Information Systems or Operations & Supply Chain Management. The internship is an opportunity for students to earn academic credit while applying theoretical and course-based practical learning in a supervised industry experience. The student must work 150 supervised hours to earn three hours of credit.

MATERIALS: There is no required text for this course.

OBJECTIVES: The objectives of this course are to:
- Gain practical work experience within a business environment
- Apply classroom knowledge within a business setting
- Increase knowledge of industry functions associated with major
- Begin building a professional network and identify possible mentors
- Further identify and clarify personal and professional career goals

ATTENDANCE: You are required to attend the initial class meeting in January and an individual meeting with the instructor in April. Requirements are outlined above in the Class Meetings section. Additionally, 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.

SUPERVISOR RESPONSIBILITIES: Your onsite supervisor is required to complete a mid-term evaluation and final 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.

The Mid-Term Employer Evaluation is due by Friday, March 15, 2013 and the Final Employer Evaluation is due by Tuesday, April 30, 2013. It is your responsibility to follow up with your supervisor to ensure that the evaluations are completed on time. Your supervisor is required to email the evaluation to the instructor by the due date.

ASSIGNMENTS: You are required to complete an Internship Portfolio. Content details and due dates are outlined below. You will submit Assignments 1 and 2 through Moodle by the date and time indicated below. Assignments 3 – 7 should be assembled in a small binder and submitted to the instructor by Friday, April 12, 4:00 pm. Completed binders should be brought to Friday 147 by Friday, April 12 at 4:00 pm. Professional presentation and writing is expected on all assignments. Failure to complete one of the internship course requirements by the appropriate deadline will impact your final grade.

Internship Portfolio Content:

Assignment 1: Initial Internship Report (Due by Friday, Jan. 25 at 5:00 pm) – The purpose of this report is to help you manage the expectations for your internship and increase your knowledge of the organization. The report paper should be 2-3 typed pages, double-spaced, 1 inch margins in 12 point font.

The paper should include the following:

- Outline work goals and objectives agreed upon by you and your supervisor. What job duties and special projects will you be assigned? Include a specific job description of the work you will be completing.
- Short history of the company including description of primary products and/or services, target market, mission and vision of the organization, and how your role fits within the organizational structure.
- Outline new professional skills you plan to gain and what you intend to learn from the internship experience. What work related strengths do you currently possess that you plan to capitalize on during your internship?

Assignment 2: Organization Analysis Report (Due by Friday, March 15 at 5:00 pm) – The purpose of this report is to perform an analysis of critical aspects of the organization where you are interning. It is important to apply this analysis to draw upon your previous classroom learning. The report paper should be 3-4 typed pages, double-spaced, 1 inch margins in 12 point font.

The paper should address the following topics:

- Organizational chart, outlining management reporting structure of the company
- Human Resource policies and new hire training practices
- Informational interview of two colleagues outside your team or division (see Moodle for handout on informational interviewing)
In addition, the paper should include two of the topics below:

1. Industry Outlook - What are the economic trends in recent history that impact this organization? How is it affected by national and international markets?
2. Marketing Mix - Describe the company’s products/services, target markets, and promotion strategy.
3. Benchmarking & Competition - What is the company known for in the industry? Who are its major competitors? Compare and contrast.
4. Operational Improvements - Identify three areas within the organization where improvements could be made to the day-to-day procedures. Address how these improvements will increase efficiency, effectiveness and/or quality in the work of the organization.
5. Leadership Style - How does this organization manage its employees? Describe your supervisor’s leadership style. What are the pros and cons of this style?

Assignment 3: Internship Synopsis Report (Due by Friday, April 12, 4:00 pm) – The purpose of this assignment is to review initial goals and objectives set forth at the beginning of the internship to evaluate your overall experience. The report paper should be 2-3 typed pages, double-spaced, 1 inch margins in 12 point font.

The final report should include the following:

- Analysis of specific skills and knowledge acquired as well as work completed during the internship (use Assignment 1 to review goals and objectives)
- Include specific accomplishments/contributions
- Discuss the impact the internship experience has had on your personal and professional career goals.

Assignment 4: Hour Verification Form (Due by Friday, April 12, 4:00 pm) – You are required to track all hours worked on the Hour Verification Form that can be found on Moodle. Your supervisor is required to sign each sheet approving hours worked. Turn in all Hour Verification Forms when you submit your Internship Portfolio. If you have not met your 150 hours by April 12, you must submit your final Hour Verification Form upon completion of required hours. You will need to submit any outstanding forms to the instructor via email.

Assignment 5: Updated Resume (Due by Friday, April 12, 4:00 pm) – A copy of your updated resume to include this internship position under relevant work experience.

Assignment 6: Supervisor Thank You Letter (Due by Friday, April 12, 4:00 pm) – Write a formal thank you letter to your onsite supervisor. The letter should thank your supervisor for providing guidance to you throughout your internship and for the opportunity. Do not submit the thank you letter to your supervisor until your instructor has reviewed it.

Assignment 7: Intern Evaluation (Due by Friday, April 12, 4:00 pm) – Complete a confidential evaluation of your internship experience. The Student Evaluation can be found on Moodle. You will have the opportunity to evaluate your supervisor and the company where you worked.

Assignments 3 – 7 of your Internship Portfolio are due April 12, 2013. You must drop off your Internship Portfolio to the Belk College of Business Student Center for Professional Development in Friday 147 by Friday, April 12, 2013 at 4:00 pm.
**GRADING:** The course is graded on the scale below. Your onsite supervisor will be completing a mid-term evaluation and final evaluation of your work performance that will be included in your final grade.

<table>
<thead>
<tr>
<th>Grading Component</th>
<th>Weight</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Assignments 1-7</td>
<td>60 %</td>
<td>A = 90 – 100 % Pass = 70-100 %</td>
</tr>
<tr>
<td>Employer Mid-Term Evaluation</td>
<td>15</td>
<td>B = 80 – 89 % No Credit = 0-69 %</td>
</tr>
<tr>
<td>Employer Final Evaluation</td>
<td>15</td>
<td>C = 70 – 79 %</td>
</tr>
<tr>
<td>Attendance</td>
<td>10</td>
<td>D = 60 – 69 %</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100 %</td>
<td>F = 0 – 50 %</td>
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**GRADING RUBRIC:** Assignments 1-3 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></th>
<th>POOR</th>
<th>ACCEPTABLE</th>
<th>EXCELLENT</th>
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<tbody>
<tr>
<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>
</tr>
<tr>
<td><strong>ORGANIZATION</strong></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>
</tr>
<tr>
<td><strong>LANGUAGE</strong></td>
<td>Writing lacks sentence variety. Significant deficiencies in wording, spelling, grammar, punctuation. Sources, if consulted, poorly cited.</td>
<td>Some sentence variety; adequate usage of wording, grammar, and punctuation. Some cited sources used.</td>
<td>Wide variety of sentence structures. Excellent word usage, spelling, grammar, and punctuation. Multiple sources correctly cited. Effective integration of information.</td>
</tr>
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</table>

**NOTE:** Students must achieve at least a 3 in each area to demonstrate proficiency.
**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.

### SYLLABUS

<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENT(S) DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weeks 1 – 2:</strong> 1/9/13 – 1/18/12</td>
<td>Required Class Meeting – Sign up through Moodle by January 9, 2013, 5:00 pm for a class time.</td>
</tr>
<tr>
<td><strong>Week 3:</strong> 1/21/13 – 1/25/13</td>
<td>Assignment 1: Initial Internship Report. <em>Must be submitted through Moodle by Friday, Jan. 25, 5:00 pm.</em></td>
</tr>
<tr>
<td><strong>Spring Break</strong> 3/4/13 – 3/8/13</td>
<td><em>If you need time off from your internship during Spring Break, don’t forget to coordinate with your supervisor well in advance.</em></td>
</tr>
<tr>
<td><strong>Week 9:</strong> 3/11/13 – 3/15/13</td>
<td>Assignment 2: Organization Analysis Report. <em>Must be submitted through Moodle by Friday, March 15, 5:00 pm.</em></td>
</tr>
<tr>
<td><strong>Week 15:</strong> 4/22/13 – 4/26/13</td>
<td>Required individual appointment with instructor. Schedule an appointment with the course instructor through Niner Advisor.</td>
</tr>
<tr>
<td><strong>Week 16:</strong> 4/29/13 – 4/30/13</td>
<td>Assignment 4: Outstanding Hour Verification Forms. Email any outstanding Hour Verification Forms that were not submitted with Internship Portfolio to the instructor by Tuesday, April 30, 2013.</td>
</tr>
</tbody>
</table>

**Final Employer Evaluation due by Tuesday, April 30, 2013.**