



Belk College of Business | Internship for Academic Credit  
ACCT 3400, BUSN 3400-H, ECON 3400, and FINN 3400  
SPRING 2019

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**CLASS MEETINGS:** This course is facilitated 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 NO CREDIT grade in the course.

**COURSE DESCRIPTION FOR 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:

1. Increase business acumen and industry knowledge associated with a student's major and intended profession
2. Gain practical work experience related to a business major and apply theoretical understanding learned in the classroom to a real-world setting
3. Build a professional network and identify potential career paths for the future
4. 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 performance evaluation (submitted by your supervisor) is due Friday, May 3, 2019.** 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. The instructor will send the online evaluation to your supervisor via email approximately three weeks before the deadline. Please follow-up with your supervisor to ensure this is completed.

**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.

**ASSIGNMENTS:** You are required to complete an Internship Portfolio. Content details and due dates are outlined below. You will submit all assignments in Canvas by the indicated deadline. *Late submissions will accepted up to one week past the deadline with a grade reduction. All assignments are graded out of 20 points unless otherwise noted. 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.*

**PORTFOLIO OVERVIEW & DEADLINES:**

	Assignment	Due Date & Time	Course Objective
<b>80% OF FINAL GRADE</b>			
1	First Day/ Week on the Job	Post Due: January 18, 2019 by 11:59pm Responses January 25, 2019 by 11:59pm	2
2	Goal Setting Report	Due: February 8, 2019 by 11:59pm	4
3	Informational Interview Summary Report	Due: February 15, 2019 by 11:59pm	3
4	Obstacles and Challenges Report	Post Due: February 22, 2019 by 11:59pm Responses Due: March 1, 2019 by 11:59pm	1
5	Duties and Accomplishments in Big Interview	Due: March 22, 2019 by 11:59pm	1
6	Resume	Resume First Draft Due: March 29 by 11:59pm Meet with Instructor: April 1-12, 2019 Resume Final Draft Due: April 18 by 11:59pm	2
7	Supervisor Thank You Letter	Due: April 26, 2019 by 11:59pm	3
8	Internship Evaluation	Due: April 26, 2019 by 11:59pm	4
<b>10% OF FINAL GRADE</b>			
9	*Hours Verification Form	Due: May 3, 2019 by 11:59pm	2
<b>10% OF FINAL GRADE</b>			
10	Intern Performance Evaluation (From Supervisor)	Due: May 3, 2019 11:59pm	1

\*Failure to have 150 hours verified will result in a grade of NO CREDIT. This is a minimum requirement to pass the course.

## PORTFOLIO CONTENT:

### Assignment 1: First Day/Week on the Job

This assignment is on the discussion board. For your discussion, please share:

1. Your name
2. Your major and year
3. Where you are interning and a general overview of your work
4. One thing you have learned in your first day/ week on the job

Please respond to two of your classmates with something you have learned or observed from their first day or week, similar experiences, etc.

Component:	Pts. possible:
Discussion content is complete: the content fulfills the requirement of the assignment	8
Interaction with one classmate: Interaction is respectful, engaging, and offers original thought	4
Interaction with one classmate: Interaction is respectful, engaging, and offers original thought	4
Professionalism: Presentation of content is neatly typed, writing is organized, spelling, grammar and word choice are appropriate for professional writing	4
<b>Total Possible:</b>	<b>20</b>

### Assignment 2: 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.

Component:	Pts. possible:
Content- Fulfills the requirements of the assignment, demonstrates understanding of the topic and related concepts	8
Fact Gathering- The assignment employs appropriate information or facts	4
Personal Thoughts- The personal thoughts of the writer are supported with reason and easy to discern	4
Professionalism: Presentation of content is neatly typed, writing is organized, spelling, grammar and word choice are appropriate for professional writing, length is appropriate	4
<b>Total Possible:</b>	<b>20</b>

### Assignment 3: 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*).

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.*

<b>Component:</b>	<b>Pts. possible:</b>
Discussion content is complete: the content furthers the intern's knowledge about their field or future career path, and this is demonstrated in the writing	8
Informational interview subject 1: Information is fact- based, relevant, and complete for the prompt	4
Informational interview subject 2: Information is fact- based, relevant, and complete for the prompt	4
Professionalism: Presentation of content is neatly typed, writing is organized, spelling, grammar and word choice are appropriate for professional writing, length is appropriate	4
<b>Total Possible:</b>	<b>20</b>

#### **Assignment 4: Obstacles & Challenges Report**

This assignment is located in the discussion board on Canvas. The purposes of this discussion are to 1) help you identify existing or potential challenges that could hinder you from being successful during your internship, and 2) give and receive feedback to/from your peers in the course. The first part of this assignment is your discussion post, in which you should: 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)? Your discussion post should be **at least 250 words**.

You should respond to **at least 2 peers in the course**. Have you experienced something similar? Have you learned something that would assist this person with their challenge?

<b>Component:</b>	<b>Pts. Possible:</b>
Discussion content is complete: the content fulfills the requirement of the assignment	8
Interaction with one classmate: Interaction is respectful, engaging, and offers original thought	4
Interaction with one classmate: Interaction is respectful, engaging, and offers original thought	4
Professionalism: Presentation of content is neatly typed, writing is organized, spelling, grammar and word choice are appropriate for professional writing	4
<b>Total Possible:</b>	<b>20</b>

#### **Assignment 5: Duties and Accomplishments in Big Interview**

It is helpful to maintain a log of activities during your internship so that you can showcase your work effectively and highlight your significant duties and accomplishments. Documenting these examples will also help you to be more successful in a behavioral interview in the future. For this assignment, you will engage with Big Interview, an interview program offered by the

University Career Center. You will have the opportunity to respond to 4 questions that you will receive in advance (see individual assignment in Canvas for detailed instructions and the four questions you will address in the assignment. You should frame your responses using the STAR method (refer to handout in the specific assignment page) or use the Big Interview help.

<b>Component:</b>	<b>Pts. possible:</b>
Interview Skills Evaluation: eye contact, appropriate body language, communicates enthusiasm, keeps answers concise, avoids filler words, speaks clearly	8
Response #1: Answers the question well, uses STAR method appropriately	3
Response #2: Answers the question well, uses STAR method appropriately	3
Response #3: Answers the question well, uses STAR method appropriately	3
Response #3: Answers the question well, uses STAR method appropriately	3
<b>Total Possible:</b>	<b>20</b>

### **Assignment 6: Putting Your Internship on Paper – Resume**

It is time to put your internship on paper. This assignment has three parts for you – a draft, a critique, and a final submission.

- Draft (Part 1): Submit a draft of your updated resume to include this internship position. Include relevant details, quantify your work where possible, and document evidence of your contributions. Resumes should not exceed one page.
- Next (Part 2): After you have submitted your resume, sign up for an appointment to meet with Sarah Haley for a resume critique.
- Final Submission (Part 3): After you receive feedback from the instructor, edit and resubmit your resume.

<b>Component:</b>	<b>Pts. possible:</b>
Draft complete	5
Meeting with Instructor	15
Final Resume is appropriate for professional distribution and reflects current information. It incorporates feedback from the critique.	20
<b>Total Possible:</b>	<b>40</b>

### **Assignment 7: 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\**

\*This assignment will be graded as Complete / Not Complete

**Assignment 8: 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.

\*This assignment will be graded as Complete / Not Complete

**Assignment 9: 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.

\*This assignment will be graded as Complete / Not Complete

**Assignment 10: 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 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.

\*This assignment will be graded as Complete / Not Complete

## GRADING:

**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}.**

<b>Portfolio Assignments # 1 - 8</b>	80%	<b>Grading Scale</b>
<b>Employer Evaluation</b>	10%	Pass = 70 – 100%
<b>Hour Verification Form</b>	10%	No Credit = 0 – 69.99%
<b>Total</b>	100%	

**GRADING RUBRIC:** Most assignments will be graded using a rubric (see individual assignment above). Rubrics for each assignment are also located in Canvas at the point of submission for each assignment.

**LATE ASSIGNMENTS:** Late submissions will accepted up to one week past the deadline with a grade reduction. 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.

**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.