



UNC CHARLOTTE

BELK COLLEGE *of* BUSINESS

Management Information Systems Internship | INFO 3401 | Spring 2019

Instructor: Meagan Glasco, M.S., M.R.

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Office: Friday 305

Office Hours: By appointment

Class meetings: This course is facilitated primarily online using Canvas and includes three in-person meetings. 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. When the course meets in person, we will meet in Friday Building Room 385, Friday from 9:05am- 9:55am.

Course Description: INFO 3401

Prerequisites: Belk College of Business junior or senior in good standing participating in the Bank of America Applied Technology Program.

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 your 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 employer evaluation is due by 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. A good rule of thumb is to allow 2-3 weeks' notice at minimum, 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 and to ensure this is completed on time.

Attendance and participation: There are three in-person course meetings throughout the semester. Attendance **AND** participation in class discussions is required and graded.

Unexcused absences from in-person class meetings will result in no credit for that student course requirement, resulting in a 9% deduction from your final grade.

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:

UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

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 socioeconomic status.

Syllabus Modification:

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.

Grading:

- Student Course Requirements #1 – 10- 90%
- Employer Evaluation- 10%
- Total- 100%

Grading Scale:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 0 – 59%

Student Course Requirements:

This course will consist of 10 student course requirements: 2 in- person discussions, 2 online discussions to be posted in the Canvas discussion forum, 5 online submissions to be submitted through Canvas, and a final presentation. Details about the requirements, their weighting, and how each requirement helps you to achieve the course objectives are below:

Requirement	Date & Time	% of total Grade	Course Objective Met
Requirement #1: Learning to reflect in the professional setting	Discussion Post: Due 1/11, Responses due 1/18	9%	2
Requirement #2: Goal Setting	Submission Due: 1/25	9%	4
Requirement #3: In Class Meeting	Workplace Norms discussion in class meeting 2/8	9%	1
Requirement #4: Obstacles & Challenges Discussion	Discussion Post: Due 2/15, Responses due 2/18	9%	2
Requirement #5: Duties & Accomplishments	Submission Due: 2/22	9%	2
Requirement #6: In Class Meeting	Communicating Verbally & in Writing about your Professional Experience in class discussion 3/15	9%	3
Requirement #7: Resume	Resume First Draft Due: 3/18 *Times will be available 3/22 & 3/29 if you would like to review in person* Resume Final Draft Due: 4/5	9%	2
Requirement #8: Informational Interview	Submission Due: 4/12	9%	3
Requirement #9: Thank you letter	Submission Due: 4/19	9%	3

Requirement #10: Final Presentations	Present in class 4/26	9%	4
Due: Intern Performance Form (Submitted by supervisor)	Due: 5/3	10%	4
		100%	

Requirement Details:

Requirement #1: Learning to reflect in the professional setting- The purpose of this assignment is to allow you the opportunity to reflect on your first days/week of work experiences

Requirement #2: Goal Setting- 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

Requirement #3: In Class Meeting- Navigating workplace norms, difficult conversations, and overcoming challenges within the workplace

Requirement #4: Obstacles & Challenges Discussion- The purpose of this discussion is to help you identify existing or potential challenges that could hinder you from being successful during your internship.

Requirement #5: Duties & Accomplishments- Use the Big Interview platform to respond to 3 prompts to discuss your responsibilities and/or accomplishments. Frame your responses according to the STAR method (refer to handout on Canvas).

Requirement #6: In Class Meeting- The importance of and strategies to communicate verbally & in writing regarding what you do/ have accomplished

Requirement #7: Resume- Submit a copy of your updated resume to include this internship position (You will have an opportunity for both a draft for feedback and final submission for this assignment).

Requirement #8: Informational Interview- 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 a colleague with whom you will conduct informational interviews** (refer to handout on Canvas in the Assignment section)

It is recommended that you choose a person at your organization who holds a job that you may aspire to attain in the future. You may consult with your supervisor to identify potential interview candidates if needed. The people you are interviewing **cannot be another intern or another person who holds your same position.**

Requirement #9: Thank you letter- The purpose of this assignment is to express appreciation to your supervisor for their guidance during the course of the semester and to continue developing your professional relationship. Write a formal letter to your onsite supervisor thanking him or her for providing you with the internship opportunity and sharing highlights of what you

learned. **Do not give the thank you letter to your supervisor until your instructor has reviewed it.*

Requirement #10: Final Presentations- You will be asked to evaluate your internship experience, share specific examples of professional growth, and identify one specific goal for the future.

Due: Intern Performance Form (submitted by supervisor): Your onsite supervisor is required to complete an evaluation of your work performance, **which will be emailed to your supervisor 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 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 minimum**, 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 and to ensure the evaluation is completed on time.

Note: All student- submitted requirements will be graded according to an assignment- specific rubric located in the Canvas gradebook.