

Business Student Internship Program

Syllabus | BUS 5880: 0.5 – 1.5 Credit Hours

Course Description:

The Business Student Internship Program (BUS 5880) is designed for undergraduate students interested in receiving academic credit for their internship. The weekly assignments are constructed to help students think intentionally about their internship experience, career goals, and professional development.

Course Objectives:

Students will:

- Obtain on-the-job experience related to an academic major or to a career goal
- Obtain supervision and training by a professional in a job setting
- Establish specific learning objectives and goals for the internship
- Receive written feedback and evaluation from the supervisor in the job setting
- Summarize and evaluate the internship experience

Student Code:

Students are expected to abide by the University's Student Code of Rights and Responsibilities, which specifies proscribed conduct that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc.

Students should read the Code carefully <http://regulations.utah.edu/academics/6-400.php> and know they are responsible for the content.

Accommodations:

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 801-581-5020. CDS will work with you and the instructor to make arrangements for accommodations.

Assignment Submission:

All written assignments for this course will be submitted electronically via Canvas. Students can access computers at the Marriott Library, Union, and other labs across campus. You are responsible for making sure your assignments, including attachments, are received before the deadline.

Completion Guidelines:

The duration of this internship program is 13-weeks (12-weeks summer semester). To complete on-time you will need to finish all requirements by the last day of class. See your career coach if there is an emergency that will prevent you from meeting this deadline.

Assignment Descriptions:

After you have registered for BUS 5880 credit, then submit the following assignments by uploading them through the course Canvas page.

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Due Final Day of Classes

SUPERVISOR FINAL EVALUATION:

Have your employment supervisor fill out the [final evaluation form](#). Meet with him/her to discuss the evaluation. Submit the signed evaluation via canvas.

Due Final Day of Classes

FINAL PAPER (3-4 pages double spaced):

Please write a 3-4 page paper detailing the three learning objectives you identified at the start of the semester and analyze the progress you have made on each of these objectives. Submit the paper via canvas. Discuss...

- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
- Articulate how these learning objectives are relevant to your major and/or career goals
- Give examples of how you might include this on your resume or discuss in an interview

AFTER FINISHING YOUR INTERNSHIP:

- After submitting your final paper in Canvas, contact him/her to verify that you've completed all internship requirements satisfactorily.
- Remember to keep copies of all of your assignments until after your credit is officially posted.
- Stay in touch with your career coach for personal assistance from Business Career Services. He/she can help you:
 - Polish your resume and cover letter
 - Practice interviewing and networking skills
 - Leverage your experience to negotiate the best salary
- Sign up for workshops to prepare you for career fairs and interviewing
- Use the job postings in *UCareerPath*, *CareerShift*, and *GoinGlobal* (in *UCareerPath*'s Resource Library)
- Connect with recruiters from major companies conducting on-campus interviews
- Keep your BCS Counselor updated on your job search and report any placements or job offers.

Internship Checklist (0.5-1.0 Credit Hours)

Timeline	Assignments	Completion Date
Set up	<p>All students registering for BUS 5880 should complete the Eccles Internships for Academic Credit Application.</p> <p><input type="checkbox"/> International students seeking CPT approval should meet with their academic advisor after completing the electronic application.</p>	
First week of class	<p><input type="checkbox"/> Submit your three learning objectives (signed by your supervisor) through Canvas.</p>	
Before the last day of class	<p><input type="checkbox"/> Submit Learning Summary through canvas (2-4 pages, log in to Canvas for detailed instructions)</p> <p><input type="checkbox"/> Submit completed/signed Employer Evaluation through Canvas</p>	

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Course Expectations

BUS 5880: Business Student Internship Program

- A. I understand my receipt of academic credit for the Business Student Internship Program is based on my ability to document *university-level* learning in a workplace through required assignments. Submitted assignments will be correctly spelled, with good grammar and organization.
- B. I will upload my assignments in the course Canvas page. I understand that the number of required assignments varies according to the number of BUS 5880 credit hours I am enrolled in. If I encounter issues uploading documents, I will contact my career coach to set up an alternate means of submission. (I will check periodically with my career coach to verify that my assignments are being received.)
- D. My career coach must approve in advance any late assignments or syllabus changes.
- E. I will keep dated copies of all assignments and understand that it is my responsibility to keep them until my credit shows up on the University of Utah academic records.
- F. I must satisfactorily complete *all* assignments and meetings by the completion date. They *must meet final approval of my BCS career coach and the faculty advisor* in order to receive credit. Credit is not assured just because I register for this class. I must complete the internship assignments by the last day of classes.
- G. I will not register for or receive concurrent credit for this internship from other sources (e.g., Hinckley Institute of Politics, other academic programs) for this same work. Contact your career coach for special consideration.
- H. I understand that BUS 5880 is a “Credit/No-Credit” class and no letter grade will be given. The number of credit hours I receive will not be changed after course completion.
- I. If for any reason I leave my position or am terminated for any reason before the end of my internship, I will notify my career coach immediately to make necessary arrangements.
- J. I will give honest representation of the work I am doing and will abide by the University of Utah “Code of Student Rights and Responsibilities” in conducting myself on this internship. I understand I represent the University of Utah in my workplace and my behavior may affect future students with this employer.