

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 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
- Research career paths and employers
- Construct and articulate personal brand
- Polish interview, resume, and networking skills
- Receive written feedback and evaluation from the supervisor in the job setting
- Summarize and evaluate the internship experience
- Identify next steps or actions to move forward in the career development process

FOR STUDENTS PREVIOUSLY ENROLLED IN BUS 5880:

In the case of a student repeating enrollment in BUS5880 after receiving credit for the course in a previous semester, there will be adaptations to this syllabus to ensure new learning in the course. For students in this situation, some of the original assignments required will be replaced with alternate assignments from the “Alternate Assignment” list included at the end of this document. All weeks in which an alternate assignment is required are noted on the course checklist included in the syllabus as well as on the course Canvas page. Only complete an alternate assignment for the weeks in which this direction is specifically listed.

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://www.regulations.utah.edu/academics/6-400.html>) 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.

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

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.

- Unless otherwise noted, assignments should be 1-2 pages

COMPLETION GUIDELINES:

The duration of this internship program is 13 weeks (12 weeks in summer semester). To complete on time you will need to finish all requirements by the last day of class. There is a 60-day grace period following the completion of this academic internship timeline. If the internship is not completed, an automatic grade of “No-Credit” will be assigned after the 60 days following the due date of the final paper.

ASSIGNMENT DESCRIPTIONS:

After you have met with your academic advisor to see how this course will fit into your academic plan, signed up for UCareerPath, and registered for the BUS 5880 credit, then submit the following weekly written assignments through the course Canvas page. Assignments should be 1-2 pages, typewritten, spelled correctly, and of college quality. At the top of each assignment include the date, your name, your career coach's name, and the assignment week# (1-13) and topic.

Week #1

EMPLOYER PROFILE (1-2 PAGES):

Give the name of your company and your title. Describe your organization/employer. Describe the size and scope of your company, the product or service, company history, your clients, kind of management style, etc. Is this an environment that matches your personal and professional values? What career path could you follow with this organization? If none, how does this internship relate to your planned career path?

Week #2

CAREER RESEARCH (1-2 pages):

First, research your current career industry interests using these resources:

- Career Info By Major: Through the <http://eccles.utah.edu/students/business-career-services/career-exploration/major/> homepage; search career paths and connect with your career coach.
- CareerShift: Link located on the right navigation bar in UCareerPath. Research companies, contacts, and job titles.
- UtahFutures: Plan for your career path or graduate school at www.utahfutures.org
- O*Net Online: Use the advanced search to sort by abilities, interests, knowledge, skills, and values. www.onetonline.org
- Occupational Outlook Handbook: Hundreds of occupations and descriptions of pay, job growth, responsibilities, and more. www.bls.gov
- Vault: Find information on companies, jobs, rankings, graduate schools, and internships at www.vault.com .
- Peterson's: Research graduate school programs at www.petersons.com

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

Discuss the following in your written assignment:

- Job challenges and salary trends
- Education, skills, and experience required or desired for this position
- Typical career path and work environment
- How this new information affects your career planning
- At least two of your sources must be cited (e.g., author + title of book, URL + name of organization for a website)

NOTE: In this assignment you are not looking for job openings, but rather are seeking a broader picture of the career.

Week #3

INFORMATION INTERVIEW & THANK-YOU LETTER (1-2 pages):

Get the inside scoop on careers, employers, and industries from people already in the career you may want by conducting informational interviews. In this assignment you will plan for and conduct an informational interview with a professional outside of your company and who is not an immediate family member or close friend.

Steps:

1. If you need help identifying and/or connecting with someone to interview with, make an appointment with your career coach for assistance.
2. Plan for your one-on-one conversation by utilizing <http://eccles.utah.edu/students/business-career-services/informational-interviews/>. Write a paper summarizing
 - How you prepared for the interview
 - Why you chose this person to interview
 - The new and useful information you gathered about the career
3. Send a thank-you letter or email to your interviewee and include a copy of it when you submit the assignment.

Week #4

LEARNING OBJECTIVE #1 (1-2 pages):

Describe how you met or are working on one of your three objectives established at the outset of your internship and analyze your progress toward its completion.

- Identify at the start of your assignment which objective you're addressing
- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
- Articulate how this learning objective is relevant to your major and/or career goals
- Give examples of how you might include this on your resume or discuss in an interview

Week #5

No Assignment Due

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

Week #6

LEARNING OBJECTIVE #2 (1-2 pages):

Describe how you met or are working on one of your three objectives established at the outset of your internship and analyze your progress toward its completion.

- Identify at the start of your assignment which objective you're addressing
- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
- Articulate how this learning objective is relevant to your major and/or career goals
- Give examples of how you might include this on your resume or discuss in an interview

Week #7

1. **SUPERVISOR MIDTERM EVALUATION:**

Have your internship supervisor fill out the [midterm evaluation form](#) and meet with your supervisor to discuss the evaluation. Scan and upload the completed evaluation to Canvas as an assignment.

2. **SITE VISIT:**

If your career coach's schedule permits, he/she will arrange a site visit to you and your supervisor at your workplace at a mutually convenient date and time. Prepare to give your career coach a brief tour and explanation of how you fit into your organization. Your career coach will want to meet briefly with your supervisor.

Week #8

1. **WHAT'S COOL ABOUT YOUR JOB (Internship of the Year entry):**

This assignment automatically enters you into the Career & Professional Development Center's **Internship of the Year** contest. Winners in each category are awarded \$100 gift vouchers at a celebration held in the spring.

- Enter in one of the four following categories: Winning Projects, Winning People, Winning Places, or Winning Perks
- In 300 words or less describe something positive, interesting, challenging, or fun that makes this internship a winner!
- Give your paper a catchy and creative title
- Take at least one high quality photograph that creatively shows you at your internship. Be imaginative, no headshots! (ex: cool perk = rock climbing...submit picture of you rock climbing).
- Visit the <http://careers.utah.edu/connect-employers/uworkuwin.php> for examples of past winners and to submit entry

To submit:

- Go to the <http://careers.utah.edu/connect-employers/uworkuwin.php>
- Select the Entry Form link
- Complete the required sections of the entry form
- Upload your 300 word statement and creative photo of you at your internship
- Submit entry in the **Internship of the Year** website as well as in Canvas

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

Week #9

INITIATIVE (1-2 pages):

Showing initiative in the workplace is a prime reason why people receive promotions, get raises, and, in the case of interns, receive offers of full-time employment.

Describe 2-3 actions that you have taken in your internship workplace that demonstrated your initiative.

- Have you offered to do something above and beyond your normal duties? Have you figured out a better way to do a common task? How did your supervisor or coworkers respond to your effort?
- If you have difficulty identifying ways in which you have shown initiative, you may instead describe the performance of a co-worker or supervisor in your workplace that is a good example of a person who shows initiative and gives extra effort. Provide details of situations in which you've observed that person's initiative.
- Identify some extra things you could offer to do or suggest some ways you might do your job more efficiently. These suggestions could be tasks that require higher-level skills than your job description.

Week #10

Ethical Dilemmas (1-2 pages):

Ethics are the standards of conduct of a particular profession or group. Examples of a few ethical standards include:

- Journalists protect the identity of their sources and also avoid receiving money or other favors from those about whom they write.
- Healthcare professionals maintain patient confidentiality and also report public health hazards to government authorities.
- Mortgage lenders pledge to advise clients of all costs.

A dilemma is defined as a situation in which one must choose between difficult alternatives. In an ethical dilemma, choosing between alternatives is challenging because ethical standards may be in conflict. Either choice may uphold one ethical standard but, at the same time, violate another. There may not be a clear-cut way to choose between right and wrong.

1. Identify the ethical standards in your current area of work or in your planned career. Some professional groups have their own written code of ethics. Many ethical standards of the business world have become law. You may wish to consult your supervisor or other manager to learn what standards of professional conduct you are expected to follow.
2. And then, write about "a" or "b" below:
 - a. Discuss a real ethical dilemma that actually has arisen at your workplace
... or ...
 - b. Discuss a potential ethical dilemma that could arise in your workplace

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

Week #11

LEARNING OBJECTIVE #3 (1-2 pages):

Describe how you met or are working on one of your three objectives established at the outset of your internship and analyze your progress toward its completion.

- Identify at the start of your assignment which objective you're addressing
- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
- Articulate how this learning objective is relevant to your major and/or career goals
- Give examples of how you might include this on your resume or discuss in an interview

Week #12

1. RESUME:

- Update your resume to reflect experiences and skills gained during this internship.
- Submit a copy of your updated resume on [UCareerLink](#) as a Word document.

2. 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 to the course Canvas page.

Week #13

FINAL PAPER (8-10 pages):

In the final paper, you will be discussing your accomplishments and analyzing your experience from the perspective of the conclusion of the internship.

Include:

Part 1 - As an introduction, describe how you got your position and what you do. Include your title, name of your organization, and a brief description of it.

Part 2 - Analyze what you have learned during the internship by addressing the following:

- What have you learned about yourself? How well did you get along with others at work?
- What have you learned about your employer and your job? What did you enjoy or dislike?
- What have you learned about the value of your education in preparing you (or not preparing you) for the internship? Can you see real-world use for some of your courses at the University?
- What have you learned about this occupation or profession? The organizational culture or industry?
- What have you learned about the job search process?
- What have you learned from pursuing your three learning objectives (be sure to list them)?

Part 3 - Reflect on your internship experience and think about how it will have an impact on your future by addressing:

- Now that the internship is complete, what would you have done differently?
- How does the internship experience fit into your long-range career goals?

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

- How will you maintain or foster professional relationships that will aid your future career development?

Part 4 - Identify how you, your employer, the internship syllabus, and your career coach could have made this a better experience.

Part 5 – Describe 2 or 3 actions you can take to continue moving forward with your academic and career goals. If you have questions, contact your career coach to clarify expectations. A business school faculty member or PhD student who will not be familiar with your weekly assignments will evaluate your final paper. So, be sure your final paper is complete and self-explanatory.

AFTER FINISHING YOUR INTERNSHIP:

- After submitting your final paper to Canvas, review the syllabus to verify you've completed all the internship requirements.
- 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. He/she can help you to:
 - 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 (on UCareerPath's Home page)
- Connect with recruiters from major companies conducting on-campus interviews
- Keep your BCS Career Coach updated on your job search and report any placements or job offers.

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.)
- C. My career coach must approve in advance any late assignments or syllabus changes.
- D. 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.
- E. 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.
- F. 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.

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

- G. 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.
- H. 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.
- I. 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.

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

TIMETABLE	WEEKLY ASSIGNMENTS	DATE COMPLETED / INITIALS
Setup	Job Description <input type="checkbox"/> Three Learning Objectives <input type="checkbox"/> Student Information sheet & Agreement <input type="checkbox"/> Activate <i>UCareer Path</i> Account <input type="checkbox"/>	
Week #1	Employer Profile <i>(If repeating BSIP with same employer- complete alternate assignment.)</i>	
Week #2	Career Research <i>(If you have completed BSIP previously, complete alternate assignment)</i>	
Week #3	Information Interview & Thank-you letter	
Week #4	Learning Objective #1	
Week #5	<i>No Assignment Due</i>	N/A
Week #6	Learning Objective #2	
Week #7	Supervisor Midterm Evaluation	
	Site Visit/ Counselor Check-In	
Week #8	What's Cool About Your Job (Internship of the Year entry) <i>(If you have completed BSIP previously, complete alternate assignment)</i>	
Week #9	Initiative <i>(If you have completed BSIP previously, complete alternate assignment)</i>	
Week #10	Ethical Dilemmas <i>(If you have completed BSIP previously, complete alternate assignment)</i>	
Week #11	Learning Objective #3	
Week #12	Résumé	
	Supervisor Final Evaluation	
Week #13	Final <u>Full</u> 8-10 Page Paper	

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

ALTERNATE ASSIGNMENT LIST:

Alternate Assignments are only intended to be used by students who have completed another section of BUS 5880 previously. If you are unsure whether this applies to your situation, please contact your career coach for clarification.

Organizational Changes Paper (1-2 pages)

Imagine that you are a manager within your organization. Could you propose some changes that would increase efficiency, improve working conditions, and boost employee morale? Give specific examples to support your proposals. Be imaginative! Keep in mind that every organization values worker productivity and operational effectiveness. Some things to consider:

- Are there motivational programs or incentives you could develop to improve organizational output?
- How would you make the workplace more satisfying? What techniques might you utilize to handle employees who are lazy, slow to learn, and/or are not working to capacity?
- Are there already programs that are particularly effective where you work?

Attend Toastmasters Meeting (1-2 pages)

Improve your communication and public speaking skills by attending and participating in a local meeting held by Toastmasters International. There are many active local chapters here in Salt Lake City and Utah. Find a chapter and meeting times/locations by visiting <http://reports.toastmasters.org/findaclub/>. Or attend a meeting of the Key Toastmasters Club here on campus.

*Key Toastmasters Club - Club #: 3723,
Park Building Conference Room 105
Meeting Time: 12:30 – 1:30 p.m., Tuesday
Club Status: Open to all*

After attending, write a paper describing the experience. Evaluate your communication/ public speaking skills prior to the meeting. Who did you meet at the event? What did you learn? What could you do to improve these skills in the future? What was the experience like for you?

Attend Field/Industry Specific Networking Event (1-2 pages)

Find and attend a networking event that is relevant to your major or the field/industry in which you would like to work. There are many ways both on and off campus to build your professional network and attend events with likeminded professionals. Look into club sponsored networking events, career fairs, professional conferences, professional associations meetings and events, etc. If you are unsure of how to find such networking events, reach out to your career coach for guidance.

Prior to attending these events, make sure to prepare!

- Prepare your elevator pitch (or 30-60 second professional introduction)
- Dress professionally
- If you need help contact your career coach

After the event, write a summary of your experience. Address the following items in your paper:

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

- What was the purpose of the event? Who was the sponsor? Was it affiliated with a certain company or professional association?
- What was it like to interact with other professionals? How did you feel about your personal introductions?
- What connections did you make?
- What can (or did) you do in the next few days to follow-up or further your professional development following the event?

Conduct Self - SWOT Analysis (1-2 pages)

Analyze your strengths, weaknesses, opportunities, and threats/ barriers to your professional development.

First, consider the following:

Strengths: What sets you apart (knowledge, skills, certifications, education)? What do you excel in? What do others see as your strengths? Which achievements are you most proud of?

Weaknesses: What tasks do you avoid because you don't feel confident doing them? What do others see as your weaknesses? What are your negative work habits (late, disorganized, temper, stress, etc.)? Personality traits that will hold you back? Knowledge, skills, or abilities you lack?

Opportunities: What connections do you have that could help you? Can you fill a need others can't? Also, what supports do you have for reaching your goals? This might include supportive people (e.g. mentors, supervisors, faculty, family, etc.), character strengths, financial resources etc.

Threats: What obstacles/barriers do you face in your current path? What is the competition like? Are there financial, chronological, or geographical obstacles?

Then, discuss the following in your written assignment:

- What items did you list based on the prompt questions you considered above?
- What did you learn from this exercise? What surprised you?
- What would you like to improve?
- What goals or ideas do you have to grow professionally?

Create a Career Action Plan (1-2 pages)

Create a career action plan that will help you strategize your professional and personal growth. Start with your long term goals and then break each of them into bite-size pieces. Remember, a goal should be SMART: specific, measurable, attainable, realistic, and time-sensitive.

- Name 3-5 goals you would like to accomplish. How will you accomplish them? What can you do today to start working toward achievement? This semester? This year?

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

Internship Summary for Social Media - Picture and Write-Up (1-2 pages)

Please give a summary of your internship experience by answering the 4 questions below and taking a picture of yourself at your internship. You can take a picture in front of your company's sign, or at your desk with the company logo on your computer screen, or doing something great while interning. Please make sure to check with your supervisor that this assignment is in accordance with their company confidentiality policies. There is a potential that the picture and write-up will be posted on the David Eccles School of Business Website, Instagram, Twitter, Facebook, and blog accounts. We suggest you ask first and then let your supervisor see the picture and read over your answers to the questions before submitting the assignment.

Upload a picture and a paragraph answer to each of the below 4 questions:

1. What is something you learned in class you applied at your internship? - Or -What was your best learning experience while interning?
2. What are your key takeaways from your internship? –Or- What are you most proud of while interning?
3. Do you have advice for potential interns?
4. What is the best thing about interning at your company?

Create a Networking Master List (1-2 pages)

Search for people you should be networking with and create a master list of at least 25 people. Use different tools such as your internship network, LinkedIn, CareerShift, Ask-a-Professional and the internet. Submit a list of your results with name, contact info, industry, company, and how you are going to reach out to them. For example:

- Who at your internship should you network with besides your supervisor and direct team?
- Who on LinkedIn has a career path you admire?
- What dream companies can you find on CareerShift and identify contacts to talk to at those companies?

Compare & Contrast with Another Intern (1-2 pages)

Connect with another student or classmate who is currently completing an internship. Schedule a time to meet with them to discuss their internship experience. Write a paper comparing and contrasting their experience to your own. Make sure to cover the following topics:

- What company was the student interning with? What do they do? How was the organization structured?
- What were the student's main projects or duties? How was their progress measured?
- What was their biggest challenge?
- What did they learn from their experience? What was their biggest takeaway from the internship?
- How did their experience differ from your own? How was it similar?

Online Career Assessment (1-2 pages)

Developing a strong understanding of yourself, your strengths, and your interests is a very important part of the career development process. For this assignment, you need to complete an online (or in person if available) career assessment focusing on one of the following areas: personality, career interests, strengths, or values. Choose and complete one of the following assessments (students are free to complete a different assessment if it is approved by their career coach prior to completing the assignment).

Business Student Internship Programs

Syllabus | BUS 5880: 2-3.5 Credit Hours

- CliftonStrengths (contact your career coach for a code which will allow you to take this assessment for free)
 - <http://sf1.strengthsfinder.com/HomePage.aspx>
- Career Interest Inventory
 - <http://www.mynextmove.org/explore/ip>
- Work Importance Locator: Assesses work values
 - https://utahfutures.org/onet_work/onetwork_intro.aspx

After completing the online assessment, make notes of your results and read the descriptions available for your personal results. Next, write a paper about the results of your assessment.

- What did you learn about yourself? Did anything surprise you? Do you feel the assessment was accurate?
- How might these results impact your career or career choices?
- How might this information be helpful for finding a career path or identifying goals?

Location Analysis (1-2 pages)

Do research on the job market of another city, state, or country. Research the job market for your major in your preferred location. Research using glassdoor.com, vault.com, Career Shift, Goinglobal, use a cost of living calculator (<http://money.cnn.com/calculator/pf/cost-of-living/> or <http://www.bestplaces.net/cost-of-living/>). Can you envision you and your family living there? Do you like what the area has to offer? Submit a paper with all your research. For example:

- What is the cost of living there? How do the average salary of the jobs you are looking at compare to other cities with those same types of jobs?
- What is the rental/real-estate market there? Could you live there with roommates? Can you move your family there?
- What is the job market for your major/industry of interest like? How many jobs are there?

Ethics Case Write-Up (1-2 pages)

Go to google and find an ethical case with in your major, field, or industry. Research the case and what happened. Write a paper about summarizing the basics of the case, what stood out to you, and your thoughts on the actions that took place. For example:

- In what industry did the case take place?
- What ethical decisions had to be made?
- How did the company handle the situation? Do you agree or disagree with the company's actions?
- How would you have handled the situation?