

Internship Class Syllabus

Instructor: **Trumpfheller**

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I. Basic Course Requirements

The course includes the following basic requirements:

1. Initial and final meetings with your instructor and notification to the instructor when the required hours for the internship class are reached.
2. A final paper and presentation.
3. Submission of completed Student and Employer Evaluations.

II. Grades

As Internship classes are graded on a Pass/Fail basis, failure to complete ANY ONE of the requirements could result in earning a Failing grade. Pass grades are A's, B's and C's. Any grade lower than a C (i.e. C-, D's and F's) are considered failing grades as these courses can be used for some emphasis requirements.

III. Detailed requirements

1. The initial meeting with your instructor must take place by the end of the first week of your internship. You must also notify the instructor when you have reached the required hours for your internship class (50, 100 or 150 depending on the credit level). Students should also contact their instructor anytime they need assistance or have a question. Students may also meet with their instructor at the end of the internship to review their final paper.

2. Final paper

Final Paper: Due the week before finals

The final paper is 9-10 pages single spaced of written content (not including table of contents or appendices). The paper must include proper citations if outside resources are consulted. Paper must include properly incorporated references to work samples which are to be presented as appendices. The outline is given on following pages and is to be followed when writing the paper.

Paper Sections (1-11):

1. Introduction

- Why did you decide to do an internship?
- **Explain at least 3 specific learning outcomes or objectives you hope to achieve in your internship**
- General introduction to your paper

2. Describe the beginning of your internship to include the following at a minimum:

- Type of business or organization you are interning for including a brief history of the organization, major products and/or services, major customers or demographics the company targets and any other notable facts regarding the organization.
- Details of your initial orientation and training including your initial impressions of the company and the internship.

3. Describe the management environment at the internship. Include aspects of supervision, general management structure and effectiveness for your internship.

4. Describe in detail your major work duties, assignments, projects (reference work samples in this section).

5. Explain how each of your internship duties or projects is necessary to the business. *This requirement may be combined with #4 above to improve flow of your paper as you see fit.*

6. Discuss your specific use of _____ (FNCE, ACCT, MGMT, etc.) skills or knowledge in the internship. Include _____ skills you had prior to the internship as well as any you had to learn on the job. Explain how your on the job experience with the content area (i.e. Marketing, Accounting, Human Resources, Finance, Management) has changed your understanding of the subject matter.

7. How did the UCCS curriculum prepare you (or not prepare you) for the internship? Did you make any connections between what you have learned in school and the skills or knowledge used at the internship? If so explain those connections, if not explain why not. Were there experiences that reinforced what you have learned in school? Were there experiences that revealed new concepts, techniques or skills that you haven't yet encountered in school? *Requirement 6 & 7 may be combined as long as all requirements are addressed.*

8. For each outcome or objective you explained in the introduction of your paper, describe how the internship fulfilled or didn't fulfill the goal.

9. Describe the most motivating or exciting aspects of the internship.

10. Describe the most discouraging aspects of the internship.

11. Describe the most challenging aspects of the internship.

12. Conclusion:

- Summarize your main ‘take away’ thoughts from your internship experience
- Describe how your internship experience will influence the remainder of your college career
- Describe how your internship experience will influence your future professional path or planning

The final paper must also meet the following technical criteria:

- **9-10 pages single spaced of writing (this does not include table of contents or work sample pages).**
- A cover page must be included which has the name of the employer, student’s name, internship class name (i.e. INFS4960) and term (i.e. Fall 2016).
- A Table of Contents must be included.
- The paper must be spiral bound.

Final Paper Grading Rubric:

	Content	Writing, Grammar & Formatting
Passing Paper	<ul style="list-style-type: none">• All sections included• Sufficient level of detail and explanation such that someone unfamiliar with the business and internships in general would understand all topics.• Submitted on time	<ul style="list-style-type: none">• Written at a ‘college level’• No more than 5 grammar or writing errors in the paper• Proper inclusion of Table of Contents• Proper use and referencing of Appendices• Spiral bound
Failing Paper	<ul style="list-style-type: none">• Missing sections• Explanations and detail so scanty or unclear that the paper does not communicate the essentials of the internship experience.• Not submitted by the due date	<ul style="list-style-type: none">• Not written at a ‘college level’• More than 5 grammar or writing errors in the paper• Improper or no Table of Contents• Improper use or referencing of Appendices.• Not spiral bound

3. Presentation

The presentation is based on your paper and should address each of the 12 sections of the paper. Presentations should include visual support (i.e. PowerPoint, video or handouts) and should be 15 minutes in length. There will be a 5 minute question & answer session after your presentation where you will be expected to speak ‘off the cuff’ in response to questions. The presentation will

be made to your fellow interns and internship faculty, as well as other faculty or staff from the College of Business. Dress for the presentation is business casual. Presentation day and time will be set according to intern and faculty schedules each semester.

Grading Rubric for Presentation

	Content	Presentation Skills
Passing Presentation	<ul style="list-style-type: none"> • All sections of the paper are included • Transitions from one topic to the next are logical and fluid • Visuals are appropriate and support the content of the presentation 	<ul style="list-style-type: none"> • Student answers questions with professionalism • Student presents the material professionally with good speaking skills and clarity. • Presentation is of appropriate length
Failing Presentation	<ul style="list-style-type: none"> • Missing sections • Lack of transitions, no coherence to the presentation • Visuals are missing, inappropriate, or do not help the listeners understand the presentation 	<ul style="list-style-type: none"> • Student is absent, does not listen attentively to other presentations or is disrespectful—basically unprofessional • Student does not handle the question and answer session appropriately • Student’s presentation skills are so poor that the audience does not understand or cannot follow the topics • Presentation is far too short or far too long.