

Loyola University Chicago
School of Business Administration
BSAD 351 Business Internship Syllabus

Course Title:

BSAD 351 Business Internship

Course Prerequisite:

1. Successful completion of BSAD 350 Internship and Career Planning;
2. Junior standing in the School of Business Administration (SBA)

Course Description:

BSAD 351 Business Internship is the companion course for any SBA student who is concurrently engaged in a business internship for academic credit.

The purpose of this course is to provide the student with an opportunity to integrate theory as well as practical concepts learned in the classroom into his/her internship experience; as well as to learn from the work place experience through sharing experiences in the classroom. The course of study for BSAD 351 is based on student mastery of relevant skills, knowledge areas and values which impact Civic Engagement and Leadership.

In this course, students will be challenged to analyze the theory and practices from the world of work which impact the ethics of leading, interpersonal and organizational dynamics, and competent work place contributions required for success in the modern business world. Additionally, students will also begin to build a foundation of a personal philosophy on how, when and why to address these issues in an appropriate and productive manner as a leader or significant contributor in the work place.

Course objectives will be achieved via information delivered in a “blended” course design requiring classroom meetings as well as on-line assignments in order to fully engage the student. Learning activities will include assessments, reading, presentations, discussion and debate.

A letter grade will be determined upon completion of 120 hours of work over the course of an academic term and all learning assessments including reflective papers, on-line discussion contributions, a Career & Experiential Portfolio and a cumulative paper.

Course Learning Objectives:

This course is designed to provide learning outcomes from three specific areas:

1. **Knowledge Competencies**
 - a. An introduction to Leadership Theory and Practice.
 - b. An overview of the Ethics of Responsible Leadership.
 - c. An understanding of Civic Engagement
2. **Skills Competencies**
 - a. Basic analytical and reflective practices as applied to the work place in order to develop skills to be a productive employee.
 - b. Basic understanding of team building process and execution.
 - c. Basic leadership skill development.
3. **Values Development**
 - a. Developing a foundation on which a student may build a personal career vision.
 - b. Understanding the role of the Jesuit tradition as it relates to leadership and service to others.
 - c. Embracing the objective of Responsible Leadership.

Course Materials:

Text: *The Successful Internship: Personal, Professional and Civic Development*, by H. Frederick Sweitzer and Mary A. King, Third Edition, 2009, Published by Brooks/Cole Cengage Learning.

Readings:

- Boatright, John R. "What's wrong--and what's right--with stakeholder management" *The Free Library* 22 March 2006. 12 February 2009 <http://www.thefreelibrary.com/What's+wrong--and+what's+right--with+stakeholder+management.-a0170928570>.
- Barbuto, John E. and Wheeler, David W. "Becoming a Servant Leader: Do You Have What it Takes?" 2007. The University of Nebraska Lincoln. October 2007;
- Lowney, Chris. "Jesuit Leadership Lessons for the Corporate World" The AMG Newsletter.
- Warfield, Hal. "The Art of Communicating". SelfGrowth.com. 2001. <http://www.selfgrowth.com/articles/Warfield1.html>

Course Completion Requirements:1. Internship Management

- a. Secure an internship site that will provide at least 120 hours of work over the course of the semester.
- b. Schedule and attend one required thirty-minute, status meeting with the Internship Coordinator between weeks 6 and 9 of the semester. Call 312-915-7810 to make the appointment.
- c. Complete and submit the following forms during the course of the internship experience :
 - i. Learning Agreement (Due one week before the end of prior academic term)
 - ii. Supervisor Assessment (Due Day 1 of the Final Exam Week of the term in which the internship is being completed).
 - iii. Student Assessment (Due Day 1 of the Final Exam Week of the term in which the internship is being completed).

2. Learning Requirements

- a. Complete internship hours over the course of one semester (Minimum=120 hours).
- b. Write two (2) reflective papers (2-3 pages each) on leadership.
- c. Participate in two (2) on-line discussions about leadership and ethics.
- d. Participate in three (3) class room meetings.
- e. Submit a Career & Experiential Portfolio.
- f. Write a final, cumulative paper (5-7 pages) on the internship experience.

Course Schedule:

Week	Assignment
Week 1	Internship Field Experience and reading Chapter 1-2 from the Text
Week 2	Internship Field Experience and reading Chapter 4 from the Text Career Assessment Completion Due
Week 3	Internship Field Experience Reading: Barbuto and Wheeler Article
Week 4	Internship Field Experience and reading Chapter 7 from the Text Reflection paper #1 Due
Week 5	Internship Field Experience and reading Chapters 11 Reading: Boatright Article
Week 6	Internship Field Experience and reading Chapter 12 from the Text On-line Discussion #1 Due Advising Week
Week 7	Internship Field Experience Class Meeting #1 Advising Week
Week 8	Internship Field Experience Reflection Paper #2 Due Advising Week
Week 9	Internship Field Experience Advising Week

Week 10	Internship Field Experience On-line Discussion #2 Due
Week 11	Internship Field Experience Class Meeting #2: Internship Experience SWOT Analysis
Week 12	Internship Field Experience
Week 13	Internship Field Experience Career & Experiential Portfolio Due
Week 14	Internship Field Experience Cumulative Paper Due Final Class Meeting (#3) Student Assessment Form Due Supervisor Assessment For Due
Week 15	Final Exam Week

Course Grading:

Upon successful completion of this course, a letter grade will be assigned to each student. Grades will be based on the accumulation of points from completed assignments and course participation both in person and on-line. The following grading scale will be used:

A	C
A-	C-
B+	D+
B	D
B-	F
C+	

Course Assignment Evaluation Overview:

1. Career Assessment

Points will be earned by successfully completing the assessment by the due date.

2. Virtual Discussion:

Points will be earned based on 1) Timely and 2) Relevant participation in the on-line discussion. Timely participation equates to participation in the on-line discussion by Midnight of the day this task is due. Relevant participation means minimally 1) Stating an opinion or reaction to the Discussion Topic; 2) Replying to or reflecting on another classmate's or the instructor's comments and/or opinion on the discussion topic.

- a. **Discussion #1:** Reflect on and present your experience from your first, full week of your internship experience. Please share a few paragraphs on your feelings, observations, concerns and any other relevant reflections on that first week experience.
- b. **Discussion #2:** Reflect and elaborate on the "public relevance" of your work or your potential work based on the information presented in Chapter 12 of the Textbook.
- c. **Discussion #3:** Reflect and elaborate on the article "What's wrong--and what's right--with stakeholder management" by Boatright (2006), specifically commenting on the impact of managing for stakeholder benefit versus operating for the "greater" good.

3. Reflection Papers

Points will be earned based on the organization of the thoughts and information offered in the paper presented in a manner that suggests thoughtful analysis and insight. Points will be lost due to proofreading errors regarding spelling, grammar and awkward or unclear sentence structure. Late papers will not be accepted.

- a. **Paper #1:** Reflect and elaborate on the skills required versus the skills you currently have for being a “Servant Leader” based on the posted article “*Becoming a Servant Leader: Do You Have What it Takes?*” by *Barbuto and Wheeler*
- b. **Paper #2:** Reflect on your results taken from the assessment. What type of leader do your results suggest you may become? Which results were not surprising and felt “logical” to you? Where there any components of the results that surprised you? If so, why?

4. Cumulative Paper:

Points will be earned based on the organization of the thoughts and information offered in the paper presented in a manner that suggests thoughtful analysis and insight. Points will be lost due to proofreading errors regarding spelling, grammar and awkward or unclear sentence structure. Late papers will not be accepted.

• Paper Description:

Introduction

- A brief description of the internship core responsibilities.
- A description or diagram of co-workers including their title and a one line description of the nature of your interactions with that person.
- A description of your relationship with your immediate supervisor (frequency of meetings, open door visit/chat policy or not, mentoring activities, etc.)

Knowledge Summary

- What you have learned about the company and yourself throughout your internship experience.
- What you learned about developing co-worker relationships.
- How this experience relates (or not) to your career interests and goals.

Skills Summary

- What sort of problem solving methodology did you develop?
- How did you assert yourself as a leader? If you do not feel this happened, please explain why.

Values Summary

- Describe some of the workplace or corporate values that were displayed within your workplace.
- How would you describe the preferred leadership style within the organization?
- Did Servant Leadership present itself in your internship site? If so, how? If not, would it work if utilized in that environment?

Final Summary

- Would you participate in this exact internship opportunity again, given the choice? Why or why not?
- How will you conduct yourself differently in your next internship experience?
- What specific skills, knowledge or values will you take away from this experience and apply in your professional future?
- Compare and contrast your feelings from the first week versus the last week of your internship. Refer to Chapter 3 of the text and Chapter 14, pages 306-311 as well as your first On-line discussion submission about your first week experience.

5. Career & Experiential Portfolio:

Points will be earned based on the organization of the materials and information offered in the portfolio presented in a manner that presents the experienced business student in a positive and progressive manner. Points will be lost due to proofreading errors regarding spelling, grammar and awkward or unclear sentence structure. Late portfolios will not be accepted.

• Portfolio Overview:

The Career & Experiential Portfolio must include:

1. A two-page introduction of how you feel this project relates to your academic and career interests and goals.
2. An updated resume reflecting your most recent internship experience.
3. An updated reference list reflecting contacts or managers from the internship experience.
4. A performance review or summary from a manager at the internship site. (The Supervisor Assessment form may be used for this.)
5. A summary of a project or other major work experience from the internship site which documents skills, knowledge and/or performance. Visual or other kinesthetically relevant representation of work and/or projects accomplished during the internship experience is encouraged (i.e. Charts, graphs, Power Point slides, etc.)

Course Expectations:

The following are basic expectations of the students enrolled in BSAD 351:

1. Student shall be aware of and should expect to be held accountable for the **Academic Integrity Standards and Regulations** of Loyola University Chicago. These policies can be found on the Loyola University Chicago website and refer to topics such as Plagiarism, Class Withdrawal, etc.
2. Attendance of all three class meetings is required in order to receive a passing grade for the course.
3. Participation both in class and on-line is necessary in order for a grade to be assigned.
4. The use of electronic communication devices during in-person class meetings is prohibited. Students found to be disruptive to class will be asked to leave the class for the remainder of that meeting.
5. The Career Management Services office will provide support to all students seeking internship but does not assign or place a student in a pre-determined internship.