

Loyola University Chicago
School of Business Administration

Syllabus
Summer 2009

Internship Course: ACCT 350, ECON 350, FINC 350, HRER 350, ISOM 350, MARK 350,
MGMT 350, SPRT 350

Course Description:

This course is designed to provide a controlled, on-the-job experience with participating business, industrial, and governmental organizations. This course will expose students to professional work environments and give them the opportunity to actively practice their classroom learning in a supervised, hands-on internship experience. Students must have junior standing or above to enroll in this course.

Outcomes:

1. Students will demonstrate first-hand knowledge of a particular phase of business operations.
2. Students will clarify their interest in a particular business career path.
3. Students will gain practical experience.

Text:

Connect College to Career: Student Guide to Work and Life Transition, Helkowski, Camille and Hettich, Paul, Wadsworth Publishing, 2004

Course Enrollment Process

Step 1: Obtain an internship

Step 2: Register for the class

Step 3: Submit an undergraduate Learning Agreement to the Academic Internship Coordinator prior to the first day of the semester. All internship forms are available on the SBA's Career Management Services website under the Academic Internship Program section.

Course Work/Assignments:

1. Students must obtain an internship to be worked during the SAME term this course is taken.
2. Students will complete a minimum of 170 hours and no more than 240 hours of work in their respective internships over the course of the semester.
3. Students will be required to read Connect College to Career: Student Guide to Work and Life Transition, Helkowski, Camille and Hettich, Paul, Wadsworth Publishing, 2004. (See course schedule for assigned readings).
4. Students will attend one of two class meetings offered. Check the BlackBoard course site for class meeting date, time and location.
5. Students are required to **write a reflective paper** (approximately 5-7 pages) related to their

internship experience, or **submit a project** they completed as a part of their internship.

Option 1 - Write a reflective paper:

Reflective Paper Guidelines:

- **Formatting:** Must be a Microsoft Word file; 6 pages single sided/3 pages double sided; 10-12 point font; margins no greater than 1 inch.
- **Paper Submission:** Papers must be submitted to the course BlackBoard site within the Digital Drop Box. By utilizing the Digital Drop Box, you are able to have record that I received the paper.
 - Paper's which are sent via email, fax or in hard copy will be accepted but you will NOT be issued any sort of "receipt" in the form of paper or an email from me.
 - If you choose to email your paper, I recommend using your student email in the GroupWise system as that system can be set up to inform you when I have opened your email. This is the only way you will receive confirmation of paper receipt outside of using the BlackBoard Digital Drop Box.
- **Content:** The paper must address the following topics:
 1. An overview of how you acquired your internship; a brief summary of your projects and responsibilities; and short description of your employer, product and/or services;
 2. What you have learned throughout your internship experience
 3. How this experience relates (or not) to your career interests and goals
 4. Identify how this internship experience has shaped your outlook on your career path and/or career interests.

Option 2 – Submit a project:

Project Guidelines:

- **Content:** Projects completed during the course of an internship are excellent self-marketing pieces for future job searching and qualify as the foundation for your grade in this course. Projects that demonstrate the scope, depth and detail of your work while an intern include, but are not limited to Original Writing Samples such as Press Releases, Major Reports, Articles, Marketing Plans, Presentations, etc.

If you decide to submit a project instead of paper, the follow guidelines must be met:

1. A 2-page introduction and summary is included with your project giving some context to the piece of work you are submitting.
 2. The project needs to be a substantial piece of work from your internship. It must demonstrate the skill you developed/used in your internship experience.
- **Project Submission:** Projects can be submitted either to the course BlackBoard site within the Digital Drop Box or to my office, Maguire Hall, room 220.
 1. By utilizing the Digital Drop Box, you are able to have record that I received the project. Project's which are sent via email, fax or in hard copy

will be accepted but you will NOT be issued any sort of “receipt” in the form of paper or an email from me. There are hundreds of you and one of me, requesting a receipt or confirmation email is not appropriate.

2. If you choose to email your project, I recommend using your student email in the GroupWise system as that system can be set up to inform you when I have opened your email. This is the only way you will receive confirmation of paper receipt outside of using the BlackBoard Digital Drop Box.

Course Schedule:

Posted on BlackBoard by June 1, 2009.