



**QUINLAN**  
SCHOOL of BUSINESS

**COURSE SYLLABUS – BSAD 501: Curriculum Practical Training  
Graduate Business Internship  
Spring 2018**

**Instructor Information:**

N. Aminatu Rubango, M.S.  
Assistant Director, Business Career Services: Career Education  
E-mail: nrubango@luc.edu  
Phone: (312) 915-7907  
Office Location: Schreiber Center, 119  
Office Hours: By Appointment

**Course Text:** N/A

**Course Description:**

BSAD 501 is the companion course for any Quinlan Graduate Business student concurrently engaged in an internship for 1 to 3 hours of elective academic credit. BSAD 501 may be taken for academic credit up to three times for a total of 3 credit hours.

**Course Learning Objectives:**

- Students will gain first-hand experience with a particular project or area of business operations.
- Students will engage in reflection on their contributions to the workplace and the overall internship experience.

**Instructor Expectations and Course Policies:**

- **Sakai**  
Sakai is a web based content and class management system. You will be able to access it from any computer connected to the internet. Refer to the course Sakai site for class-related resources including assignments, announcements, and grades.
- **Academic Integrity**  
Academic dishonesty is unacceptable and includes submitting as one's own: 1) material copied from a published source, 2) another person's unpublished work, 3) allowing another or paying another to complete your work, or 4) purchasing and/or acquiring and using a pre-written paper for your course work. Because the course relies so heavily upon your own reflections, the work you submit must be original to this course. Academic dishonesty will result in, at minimum, the grade of F on the assignment.  
For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:  
<http://luc.edu/media/lucedu/quinlan-graduate/pdfs/Honor-Code-Quinlan-July2012.pdf>  
Additionally, the full policy on academic integrity from the Undergraduate Catalog is available here:  
[http://www.luc.edu/academics/catalog/undergrad/reg\\_academicintegrity.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml)

- **Assignment Policy**

Instructions for each assignment will be posted on the course Sakai site at least one week prior to the due date. All assignments are to be submitted by the times and dates indicated on Sakai, unless otherwise noted, using the Assignments tool in Sakai. The exception to this is the Supervisor Evaluation, which may also be submitted to the instructor by the employer via email, fax, or mail.

There will be an automatic 10% deduction in total points for each day an assignment is late. Considerations may be made for late work as an exception. However, in these cases, it is required that both notification of instructor and arrangements for late submission are made prior to the due date.

Any references used in your final paper must be cited according to APA style.

- **This course does not meet in person, nor has any exams.**

### Course Assignments

Assignment	Description	Due Date	% of Grade
Internship Documentation	Complete and submit the following: <ul style="list-style-type: none"> <li>• Internship Application, including Job Description or Position Summary, and Confirmation Letter</li> </ul>	February 27, by 11:55pm	50%
Internship Participation	Complete and document a minimum of 40 hours of work per credit hour over the course of the 10-week quarter: <ul style="list-style-type: none"> <li>• 40 – 79 work hours = <b>1 academic credit</b> (average 4 to 7 work hours per week)</li> <li>• 80 – 119 work hours = <b>2 academic credits</b> (average 8 to 11 work hours per week)</li> <li>• 120+ work hours = <b>3 academic credits</b> (average 12+ work hours per week)</li> </ul>	May 7, by 11:55pm	
Internship Performance Assessment	Complete and submit the following: <ul style="list-style-type: none"> <li>• Supervisor Evaluation</li> <li>• Student Self-Evaluation</li> <li>• Quinlan Student Survey</li> </ul>	May 7, by 11:55pm	
Course Participation	Schedule a mid-quarter check-in (in-person or by phone)	March 19- March 23	5%
LinkedIn Profile	Create or update LinkedIn Profile to reflect current internship	March 23, by 11:55pm	5%
LUConnect Profile	Create a student account on LUConnect and join a virtual Loyola community connecting you to alumni	March 23, by 11:55pm	5%
Final Paper	Follow the guidelines (provided separately) and submit paper (in WORD or PDF format) to instructor via Sakai.	May 7, by 11:55pm	35%

### Course Grading Scale

BSAD 501 is graded Pass (P) or No Pass (NP):

Pass 70-100

No Pass 69 and below

### Course Schedule and Outline

<b>Week 1</b>	<b>Term Begins</b> Internship Field Experience	<b>Due:</b> Schedule appointment with instructor before <b>February 27</b> to submit and/or verify: <ul style="list-style-type: none"> <li>- Internship Application</li> <li>- Job Description or Position Summary</li> <li>- Confirmation Letter</li> <li>- RamblerLink Profile</li> </ul>
<b>Week 2</b>	Internship Field Experience	(continue to update the Hours Tracking Form)
<b>Week 3</b>	Internship Field Experience	(continue to update the Hours Tracking Form)
<b>Week 4</b>	Internship Field Experience	(continue to update the Hours Tracking Form)
<b>Week 5</b>	Internship Field Experience	<b>Due:</b> Schedule a mid-quarter check-in appointment with instructor between <b>March 19- March 23</b> <b>Due (by 11:55pm on March 23):</b> LinkedIn and LUConnect assignments (continue to update the Hours Tracking Form)
<b>Week 6</b>	Internship Field Experience	(continue to update the Hours Tracking Form)
<b>Week 7</b>	Internship Field Experience	(continue to update the Hours Tracking Form)
<b>Week 8</b>	Internship Field Experience	(continue to update the Hours Tracking Form)
<b>Week 9</b>	Internship Field Experience	(continue to update the Hours Tracking Form)
<b>Week 10</b>	Internship Field Experience <b>Term Ends</b>	<b>Due by 11:55pm on May 7:</b> <ul style="list-style-type: none"> <li>- Supervisor Evaluation</li> <li>- Student Self-Evaluation</li> <li>- Quinlan Student Survey</li> <li>- Hours Tracking Form</li> <li>- Final Paper</li> </ul>

**Please note:**

This class may occasionally deviate from the course outline above.

The instructor reserves the right to make changes as needed to the course syllabus for all students.

Course materials, including this syllabus, cannot be shared outside this course without the written permission of the instructor.