



**QUINLAN**  
SCHOOL of BUSINESS

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## **BSAD 351, Section 01E, Business Internship—Engaged Learning** **Spring 2014, Wednesday 2:45-3:35 pm, Maguire Hall, Room 240**

### **Catalog Description**

The Business Internship course connects academic learning with the internship experience. Students will be challenged to analyze the theory and practices from the world of work that impact the ethics of leading, interpersonal and organizational dynamics, and competent work place contributions required for success in the modern business world. Concepts associated with internship/engaged learning as related to career development will be addressed.

### **Course Overview**

BSAD 351 is the companion course for any SBA student with junior or senior standing concurrently engaged in an internship for academic credit and has previously completed BSAD 220. 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 the internship experience, as well as to learn from the workplace experience by sharing those experiences in the classroom. The course of study for BSAD 351 is based on student mastery of relevant skills, knowledge areas and values that impact Engaged Learning.

Students are required to work a total of 120 hours during 14 weeks of the semester at their internship. Both requirements must be met. All internships must be approved by Professor Gramata in LOCUS and have a supervisor.

### **Course Objectives and Learning Outcomes**

1. Knowledge Competencies
  - a. An introduction to Leadership Theory and Practice
  - b. An overview of the Ethics of Responsible Leadership
  - c. An understanding of Engaged Learning
2. Skills Competencies
  - a. Basic analytical and reflective practices as applied to the workplace in order to develop skills to be a productive employee
  - b. Basic understanding of team building process and execution
  - c. Basic understanding of the requirements for leadership skill development
3. Values
  - 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

## Required Materials

There are four supplemental readings required for the course and are available to you at no cost:

Available on the course Sakai site under the **Resource** tab:

1. "Taking a Page out of the Jesuits' Book" by Chris Lowney
2. "Framing the Experience" adapted from H. Frederick Sweitzer and Mary A. King's "Stages of an Internship"
3. "Becoming a Servant Leader: Do You Have What It Takes?" by John Barbuto and Daniel Wheeler
4. "Moral Leadership and Business Ethics" by Al Gini

### Course Grading Scale

A	100-93%
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-60
F	59 and below

## Course Requirements and Grading Criteria

**Assignments:** Learning activities will include readings, one minute papers, class participation and a final paper. Instructions for each assignment are posted in the **Assignment** tab on the Sakai course site.

All assignments are submitted via Sakai, unless where noted.

- Learning Agreement is a document that outlines your goals and responsibilities for your internship. This is determined and signed by you and your supervisor. Please submit via Sakai.
- Job Description is a 4-5 sentences about the responsibilities and learning outcomes of your internship. Students can write it or use the job posting provided by the employer. Submit via Sakai.
- LOCUS see page 4 for details.
- RamblerLink Profile will be updated by student to reflect current internship. Log on and select "Submit Placement Information" on the shortcuts menu (right side of your RamblerLink homepage) and then the gray "Add New" button on the next page.

There's no need to submit anything, Prof. Gramata will access your information for verification.

## Course Requirements and Grading Criteria (cont.)

- Readings should be completed by the date listed on the syllabus and will be discussed via a One Minute paper submitted via Sakai.
- One Minute Paper is a 2-3 paragraphs answering the questions posted on Sakai. Please submit your papers via Sakai. Questions for each article will be provided by Prof. Gramata and posted on Sakai one week prior to due date.
- RamblerLink Interview requires taping yourself during a mock interview. Step-by-step directions will be posted on Sakai closer to the due date.
- Group Discussion will be the opportunity in class to discuss your current challenges with your internship.
- Final Paper involves your class readings and should be typed in 11 or 12-point font (Times New Roman or Arial) with 1" margins, double-spaced, and proofread for grammar and spelling. Papers should have your name on it, be stapled and will be turned in at the beginning of the last day of class. A detailed outline for the paper will be posted on Sakai closer to the end of the semester.
- Supervisor Evaluation are used to evaluate your internship performance is completed by your supervisor. Please submit via Sakai, fax or in person to Maguire Rm 220 by 4:00 pm.\*
- Internship Hours Tracking Form will be used to record your hours. Please submit via Sakai.
- Exit Interview Form will be used to help the Business Career Center identify placement for school rankings.

LATE POLICY: All assignments are due at the start of the class time on the due date, unless otherwise specified on the course schedule. Assignments that are submitted up to 24 hours late can only earn up to 50% of the possible points for the assignment; assignments that are submitted more than 24 hours late will not be accepted.

\*If submitting the Supervisor Evaluation to Maguire Rm 220, the office closes at 4:00 pm and it must be turned in prior to closing.

Please make sure your name is on the assignment. It is helpful if students save the document using the following file naming format: "LastName.docx". Since Outlook is not a reliable method for submitting assignments, I will not accept assignments via e-mail. Sakai is the only method for submitting assignments (except for the Supervisor Evaluation).

**II. LOCUS:** LUC requires ALL students enrolled in BSAD 351 to enter information about their internship on-line in LOCUS. This is the final step of registering your academic internship. Failure to complete this important step may result in not receiving credit for the course.

All Loyola undergraduate students enrolled in an engaged learning course are required to enter their engaged learning site information and learning objectives in LOCUS to substantiate the experience. This information is used for institutional research, documentation, and risk management purposes.

If you need assistance completing this entry, please follow the tutorial at: <http://www.luc.edu/experiential/academicinternships/studentresources/locustutorial/>

If you have trouble, please contact the Center for Experiential Learning directly at [experiential@luc.edu](mailto:experiential@luc.edu).

\*Prof. Gramata will review the information submitted in LOCUS and approve it, or ask you for additional information/clarification, if need be. Typically approval is done within 48 hours or less.

Assignment	Description	Due Date	% of Grade
Internship Documentation	Complete and submit the following: <ul style="list-style-type: none"> <li>• Learning Agreement</li> <li>• Job Description or Position Summary</li> <li>• LOCUS</li> <li>• RamblerLink Profile</li> </ul>	Jan 22 2:45 pm	37%
Internship Participation	Complete a minimum of 120 hours during the semester. <ul style="list-style-type: none"> <li>• Submit Internship Hours Tracking Form</li> </ul>	April 23 2:45 pm	
Supervisor & Course Evaluations	Complete and submit the following: <ul style="list-style-type: none"> <li>• Supervisor Evaluation</li> <li>• Exit Interview</li> </ul>	April 23 2:45 pm	
RamblerLink Interview	Tape yourself interviewing and one page paper.	March 26 2:45 pm	7%
Final Paper	See Sakai course site for instructions later in semester.	April 16 In class	20%
One Minute Papers	Submit a one page paper answering the article question posted on Sakai by 2:45 pm.	Jan 29 Feb 12 Feb 26 April 2	20%
Participation	4 class meetings	Jan 15 Feb 19 March 19 April 16	16%

## **Quinlan School of Business Policies:**

### **Attendance**

Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students. Faculty may set participation policies unique to their courses and use class participation as a component of the final grade. The student is responsible for any assignments or requirements missed during an absence.

Professionalism is expected in the classroom. This includes: arrive to class on time and stay for the entire class period, attend every class session, actively participate in discussions and stay engaged during lectures, show respect for others' opinions and experiences through verbal and body language.

Since there are only **four** in-class meetings for the semester, you are absolutely required to be at all of these. There are no excuses, so please plan accordingly or it will result in a grade deduction.

### **Academic Integrity**

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood...Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.


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://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf>

### **Instructor Expectations and Course Policies**

- Please turn off and do not use cell phones or other wireless devices, including laptop computers, in class.
- Reserve non-class related questions for before or after class, or set up an appointment with the instructor.
- Refer to the course Sakai site for notes, slides, and other class-related handouts/resources.
- I will return e-mails and phone calls in a timely manner and expect the same from students.
- Always be respectful of student differences, various ideas and backgrounds.

### Class by Class/Week by Week Course Outline

<b>Week 1</b> <b>Jan 15</b>	<b>CLASS MEETING</b> <ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Engaged Learning</li> </ul>	
<b>Week 2</b> <b>Jan 22</b>	Internship Field Experience	<p><b>Due on Wed, Jan 22 by 2:45 pm</b></p> <ol style="list-style-type: none"> <li>1. <u>Learning Agreement</u>—complete and signed by you and employer</li> <li>2. <u>Job Description</u>—create or use employers</li> <li>3. <u>RamblerLink Profile</u>—update w/ new internship info</li> <li>4. <u>LOCUS</u>—enter internship info into LOCUS</li> </ol> <p><b>Mandatory:</b> Must secure internship and complete all paperwork by 1/22 or students are required to drop the course. Last day for dropping without a “W” is 1/21.</p>
<b>Week 3</b> <b>Jan 29</b>	Internship Field Experience	<b>Due:</b> One Minute Paper – Chris Lowney article, submit via Sakai
<b>Week 4</b> <b>Feb 5</b>	Internship Field Experience	
<b>Week 5</b> <b>Feb 12</b>	Internship Field Experience	<p><b>Due:</b> One Minute Paper –Stages in an Internship article, submit via Sakai</p> <p>Quinlan Career Fair, Feb. 11&amp;12, 4-6 pm, Kasbeer Hall</p>
<b>Week 6</b> <b>Feb 19</b>	<b>CLASS MEETING</b>	<p><b>Due:</b> Come to class</p> <p>University Career Fair, Feb. 18, 1:30-5:30, Damen Ctr</p> <p>Etiquette Dinner, Feb. 18, 5:30-7:30 pm</p>
<b>Week 7</b> <b>Feb 26</b>	Internship Field Experience	<b>Due:</b> One Minute Paper – Barbuto and Wheeler article, submit via Sakai
<b>Week 8</b> <b>March 5</b>	<b>Spring Break</b>	
<b>Week 9</b> <b>March 12</b>	Internship Field Experience	
<b>Week 10</b> <b>March 19</b>	<b>CLASS MEETING</b>	<b>Due:</b> Come prepared to discuss your current internship status and challenges with classmates.
<b>Week 11</b> <b>March 26</b>	RamblerLink Interview	<b>Due:</b> RamblerLink interview
<b>Week 12</b> <b>April 2</b>	Internship Field Experience	<b>Due:</b> One Minute Paper – Al Gini article, submit via Sakai
<b>Week 13</b> <b>April 9</b>	Internship Field Experience	
<b>Week 14</b> <b>April 16</b>	<b>CLASS MEETING</b>	<b>Due: Final Paper Due</b> at beginning of class, stapled hard copies only
<b>Week 15</b> <b>April 23</b>	Internship Field Experience	<p><b>Due: Wed, April 23 by 2:45 pm:</b></p> <ol style="list-style-type: none"> <li>1. Internship Hours Tracking Form (Sakai)</li> <li>2. Exit Interview (Sakai)</li> <li>3. Supervisor Evaluation (Sakai, fax or Maguire Rm 220)</li> </ol>
<b>Finals Week</b>	<b>NO CLASS</b>	

**Please note:** This class may occasionally deviate from the course outline above. The instructor reserves right to make changes as needed to the course syllabus.

## **Key Dates for Juniors/Seniors**

1. Spring Quinlan Career Fair – February 11 and 12 from 4-6 PM, students should plan to attend both days! Kasbeer Hall, WTC
2. Spring University Career Fair – February 18 from 1:30-5:30 PM (Damen Student Center, LSC)
3. Etiquette Dinner – February 18 – 5:30-7:30 PM

### Recruiting Dates:

- Real Time with CME Group – January 22 from 1-4 PM
- IBM information session – January 23 from 4:30-6 PM
- Company Tour w/ Ariel Investments – January 29 from 2:30-4 PM
- Resume Critique with a Recruiter – January 30 from 4-6 PM
- Employer Practice Interviews – February 6 from 4-6 PM

Quinlan calendar online is located: [http://luc.edu/quinlan/calendar\\_detail.html](http://luc.edu/quinlan/calendar_detail.html)