



QUINLAN
SCHOOL of BUSINESS

BSAD 300-101: Business Internship-Elective Credit **Spring 2018**

Instructor Information:

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Office Location: Schreiber Center, Room 119
Office Hours: By Appointment

Course Prerequisite:

Sophomore standing; Quinlan School of Business student, or non-Quinlan student pursuing a minor in the School of Business

Course Description:

BSAD 300 is the companion course for any Quinlan student with sophomore, junior or senior standing concurrently engaged in an internship for 1 to 3 hours of elective academic credit. Hours of credit recorded are based on the number of hours at your internship site and agreement of instructor.

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is unacceptable and includes submitting as one's own: 1) material copied from a published source, 2) another person's unpublished work, 3) allowing another or paying another to complete your work, or 4) purchasing and/or acquiring and using a pre-written paper for your course work.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
- **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.
- **Writing Center**
Students are strongly encouraged to use the services of the Writing Center (<http://www.luc.edu/writing/>). There are locations on the Lake Shore and Water Tower Campuses with a variety of hours and means to work with them. Turning in a poorly written or edited assignment can negatively impact your grade.
- **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"> • Internship Application, including Job Description or Position Summary • Learning Agreement 	January 22, by 11:55pm	50%
Internship Participation	Complete and document the minimum number of work hours corresponding with enrolled course credit hours: <ul style="list-style-type: none"> • 1 credit hour – 56+ work hours • 2 credit hours – 85+ work hours • 3 credit hours – 120+ work hours 	April 28, by 11:55pm	
Internship Performance Assessment	Complete and submit the following: <ul style="list-style-type: none"> • Supervisor Evaluation • Quinlan Student Survey 	April 28, by 11:55pm	
LinkedIn Profile	Create or update your LinkedIn Profile by the date of your mid-semester check-in	March 2, by 11:55pm	5%
Course Participation	Mid-semester check-in (In-person or by phone)	February 26-March 2	10%
Final Paper	See Sakai course site for instructions.	April 28, by 11:55pm	35%

Course Grading Scale

BSAD 300 is graded on a Pass (P) / No Pass (NP) basis.

Pass: 70-100

No Pass: 69 and below

Course Schedule and Outline

Week 1 January 15	Internship Field Experience	Feel free to set up an appointment or phone meeting to introduce yourself, ask questions, etc.
Week 2 January 22	Internship Field Experience	Due (by 11:55pm on Monday, January 22): <ul style="list-style-type: none"> • Internship Application, including Job Description or Position Summary • Learning Agreement
Week 7 February 26- March 2	Internship Field Experience	Due: <ul style="list-style-type: none"> • Schedule mid-term check-in meeting (phone or in person) to take place between February 26- March 2. Schedule appointment by emailing nrubango@luc.edu at least one week before. • LinkedIn Profile (by 11:55pm on March 2)
Week 15 April 23	Internship Field Experience	Due (by 11:55pm on Saturday, April 28): <ul style="list-style-type: none"> • Internship Hours Tracking Form • Supervisor Evaluation • Quinlan Student Survey • Final Paper

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.