



**QUINLAN**  
SCHOOL of BUSINESS

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### **BSAD 351: Business Internship, Section 02E Spring 2018 – Online**

#### **Catalog Description**

Prerequisites: Junior standing, Quinlan School of Business student, C- or better in BSAD 220.

Business Internship is a 3-credit course that 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/experiential learning as related to career development will be addressed. **Students must have an internship by the drop deadline to pass the course.**

#### **Course Overview**

BSAD 351 is the companion course for any Quinlan student with junior or senior standing concurrently engaged in an 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 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 at least 120 hours during the term. All internships must be approved by Professor Lithgow in LOCUS and must be supervised by a professional (e.g., not supervised by another intern, not supervised by a graduate student).

### Course Objectives

1. Knowledge Competencies
  - a. Basic understanding of leadership theory and practice
  - b. Basic understanding and application of responsible leadership in the workplace
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 workplace dynamics and professional relationship-building
  - c. Basic understanding of the requirements for responsible leadership skill development
3. Values
  - a. Developing a foundation on which a student may build a career
  - 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

#### Special Notes for Online Class:

- LUC Help Desk can be reached at extension 4-4444 from on campus or 773-508-7190 or 773-508-4487 from off campus. Help Desk can also be reached at [helpdesk@luc.edu](mailto:helpdesk@luc.edu). Help Desk office hours are 8:00 a.m. to 6:00 p.m., Monday through Friday.
- **You are responsible for checking Sakai regularly and responding to all course deadlines.**
- **Weekly updates will be sent through Sakai. Check your e-mail Clutter folder for these messages.**

#### Readings:

All course readings are required and are available to you at no cost. All reading assignments are in the **Resources** section on the Sakai course site.

- "Taking a Page out of the Jesuits' Book" by Chris Lowney
- "Contemporary Leadership Theories" by Susan Komives and John Dugan

- “Becoming a Servant Leader: Do You Have What It Takes?” by John Barbuto and Daniel Wheeler
- How Will Generation Z Disrupt the Workplace? by Bob Crouch
- Make Way for Generation Z by Alexandra Levit
- Millennials Coming of Age by Goldman Sachs
- What is Generation Z and What Does It Want? by Jeremy Finch
- “Moral Leadership and Business Ethics” by Al Gini

### Course Requirements and Grading Criteria

Learning activities will include readings, discussion forums, one minute papers, class participation, and a final paper. Instructions for each assignment will be posted in the **Assignments** tab on the Sakai course site at least one week prior to the due date. All assignments are submitted via Sakai, unless otherwise 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. **Typed signatures will not be accepted.** Please submit via Sakai.

**Job Description** is a summary of the responsibilities and learning outcomes of your internship. Students can write this or submit the job posting provided by the employer. Screen shots of RamblerLink postings are acceptable. Please submit via Sakai.

**LOCUS** – LUC requires ALL students enrolled in an academic internship course to enter information about their internship online in LOCUS. Failure to complete this step may result in not receiving credit for this course. This information is used for institutional research, documentation, and risk management purposes. If you need assistance completing this assignment, instructions are available in the Resources section of the Sakai site.

Professor Lithgow will review the information submitted in LOCUS and approve it, or contact you to ask for additional information if needed. **The most common reason this is not approved is insufficient or missing learning objectives.**

**Readings** should be completed by the date listed on the syllabus and will be discussed in the discussion forums (in Sakai) or in One Minute papers (submitted in Sakai). Please refer to the course outline for the specific assignment for each reading.

**Discussion Forum Posts** will be completed in Sakai. I will post a prompt or series of questions related to course materials and you will be asked to respond within the discussion forum setting. You will earn points for participating with your own comments and for contributing to the discussion with your classmates. The class will be split into groups by last name to keep the online discussions manageable. Students are expected to participate for all topics. A rubric for discussion forum grades is posted on Sakai.

**One Minute Paper** is a 2-3 paragraph paper answering the questions or prompts posted on Sakai. The intention is for you to spend just a few minutes reflecting on what you have learned or experienced in an informal writing assignment. Please submit via Sakai using the text box – you will

not be able to upload a file for these assignments. All material needed for the One Minute Papers will be posted at least one week prior to the assignment due date.

**Final Paper** involves class readings and topics and should fully integrate your internship experiences with your academic experiences. You are required to connect your internship experience to the LUC mission through this assignment. The final paper assignment and submission instructions will be posted on Sakai **and should be submitted via Sakai**.

**Quinlan Student Survey** is used by Business Career Services to track internship placement data. Instructions are posted in the Assignments section of Sakai.

**Supervisor Evaluation** is used to evaluate your internship performance by your supervisor. Please provide this form to your supervisor at least 2 weeks before the due date – be mindful of busy season deadlines, vacations, and other constraints on your supervisor’s time. Please discuss with your supervisor and submit in Sakai. Instructions for submitting via fax, email, or U.S. mail are available upon request. **Typed signatures will not be accepted.**

**Internship Hours Tracking Form** is used to record your hours and the work you complete during the term. Track the work you complete as you go (rather than all at the end of the term right before the form is due!), and you will have a helpful outline to reference for your final paper.

**General Assignment Policies:**

- Instructions for each assignment are posted on the course Sakai site.
- Assignments can be submitted using the Assignments tool in Sakai.
- Outlook is not a reliable method for submitting assignments, so I will not accept assignments via e-mail. Sakai is the only method for submitting assignments unless you have made alternate arrangements with me.
- Please include your last name in your file names; e.g., “Lithgow Final Paper.docx” or “Lithgow One Minute Paper 3.1.18.docx”. **Please save your file in a .doc, .docx, or .pdf format; PDFs are preferred.**
- Papers should be typed in 12-point font with 1” margins, double-spaced, and proofread for grammar and spelling.
- There are no paper length minimums or maximums in this class.
- **Assignments, including Discussion Forums, are always due at 11:59 p.m. Central Time on the due date**
- Assignments that are submitted up to 24 hours late may receive partial credit for the assignment; assignments that are submitted more than 24 hours late may not be accepted. Contact me with any questions about late assignments.

## Assignments

Assignment	Description	Due Date	Points
Internship Participation	Complete a minimum of 120 hours during the semester. Submit Internship Hours Tracking Form.	April 27	20
Internship Documentation	Complete and submit the following: <ul style="list-style-type: none"> <li>• Learning Agreement – 3 points</li> <li>• Job Description – 2 points</li> </ul>	January 26	5
Internship Performance Evaluation	Complete and submit the following: <ul style="list-style-type: none"> <li>• Supervisor Evaluation</li> </ul>	April 27	5
LOCUS Internship Data	Enter your internship information in LOCUS	January 26	2
One Minute Papers	Complete short reflections on lectures or readings. See Sakai course site for writing prompts.	February 12 March 12 March 26 April 16	20
Quinlan Student Survey	See Sakai course site for instructions	April 27	5
Final Paper	See Sakai course site for instructions.	April 27	15
Discussion Forums	Points will be earned based on timely and relevant participation in the discussion forums. See Sakai course site for discussion prompts.	January 29 February 19 March 19 April 9	20
Class Participation	Participate fully in class activities.	April 27	8

### 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

## **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.

### **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://luc.edu/media/lucedu/quinlan-graduate/pdfs/Honor-Code-Quinlan-July2012.pdf>

## Class Outline

<b>Week 1</b>  <b>1/15</b>	Welcome Back!	<b>Due:</b> Nothing! Take this week to get used to your new classes + internship schedule.
<b>Week 2</b>  <b>1/22</b>	<b>Recorded Lecture Topics:</b> Course Introduction Syllabus Overview Internship Stages	<b>Due on Friday, January 26:</b> Learning Agreement and Job Description Enter internship information in LOCUS  <b>Watch:</b> Lecture on Syllabus Overview Lecture on Internship Stages
<b>Week 3</b>  <b>1/29</b>	Internship Field Experience	<b>Due:</b> Discussion Forum - Stages of Internship
<b>Week 4</b>  <b>2/5</b>	Internship Field Experience	<b>Due:</b> Nothing
<b>Week 5</b>  <b>2/12</b>	Internship Field Experience	<b>Due:</b> One Minute Paper – Management Styles and Interpersonal Relationships  Spring Break is coming up – discuss your plans with your supervisor and request time off.
<b>Week 6</b>  <b>2/19</b>	Internship Field Experience	<b>Due:</b> Discussion Forum – Lowney article  <b>Read:</b> Lowney article
<b>Week 7</b>  <b>2/26</b>	Internship Field Experience	<b>Due:</b> Nothing

<p><b>Week 8</b></p> <p><b>3/5</b></p>	<p>Internship Field Experience</p>	<p><b>Spring Break</b></p>
<p><b>Week 9</b></p> <p><b>3/12</b></p>	<p><b>Recorded Lecture Topics:</b> Leadership Theory and Practice</p>	<p><b>Due:</b> One Minute Paper: Leadership Theory and Practice</p> <p><b>Watch:</b> Lecture on Theories of Leadership Development</p> <p><b>Read:</b> Komives &amp; Dugan chapter</p>
<p><b>Week 10</b></p> <p><b>3/19</b></p>	<p>Internship Field Experience</p>	<p><b>Due:</b> Discussion Forum – Barbuto &amp; Wheeler article</p> <p><b>Read:</b> Barbuto &amp; Wheeler article</p> <p>Easter Break is coming up – discuss your plans with your supervisor and request time off.</p>
<p><b>Week 11</b></p> <p><b>3/26</b></p>	<p>Internship Field Experience</p>	<p><b>Due:</b> One Minute Paper – Organizational Culture and Responsible Leadership</p>
<p><b>Week 12</b></p> <p><b>4/2</b></p>	<p>Internship Field Experience</p>	<p><b>Easter Break</b></p>
<p><b>Week 13</b></p> <p><b>4/9</b></p>	<p>Internship Field Experience</p>	<p><b>Due:</b> Discussion Forum – Gini article</p> <p><b>Read:</b> Gini article</p>



<p><b>Week 14</b></p> <p><b>4/16</b></p>	<p><b>Recorded Lecture Topics:</b> Class Wrap-Up</p>	<p><b>Due:</b> One Minute Paper – Generational Issues in the Workplace</p> <p><b>Read:</b> “What is Generation Z and What Does It Want?” by J. Finch “Make Way for Generation Z” by A. Levit “How Will Generation Z Disrupt the Workplace?” by B. Crouch “Millennials Infographic” from Goldman Sachs</p> <p><b>Watch:</b> Lecture on Class Wrap-Up topics</p>
<p><b>Week 15</b></p> <p><b>4/23</b></p>		<p><b>Due Friday, April 27</b> Final Paper Quinlan Student Survey Supervisor Evaluation Internship Hours Tracking Form</p>
<p><b>Week 16</b></p> <p><b>4/30</b></p>	<p><b>Finals Week – No Class</b></p>	

**Instructor Expectations and Course Policies:**

- Professionalism is expected. This includes: viewing lectures and completing corresponding assignments, reading assigned material, actively participating in discussions, and showing respect for others’ opinions and experiences.
- Please give your full attention to the class and participate fully. Online class ≠ blow-off class.
- Students should feel free to set up an appointment with Professor Lithgow for non-class related questions.
- Refer to the course Sakai site for announcements and course materials.
- I will return e-mails and phone calls in a timely manner and expect the same from students.
- I will make myself available for appointments as requested by students.
- This class may occasionally deviate from the course outline above. The instructor reserves the right to make changes as needed to the course syllabus.
- Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.