

**Kogod School of Business**  
**Undergraduate Internship Syllabus**

**Course Number:** MGMT490

**Term/Year:** Spring 2007

**Course Title:** Internship

**Instructor:** Barbara Bird. KSB 216, 404/8851924, [bbird@american.edu](mailto:bbird@american.edu)

The Kogod School of Business believes in the integration of the classroom and the world beyond. Internships provide students a unique opportunity to have a practical experience tied to academic learning. Each Kogod student is encouraged to participate in as many internship opportunities as possible and may earn up to three (3) credits for these experiences. Students are fully supported by an integrated team of faculty advisor, academic advisor, and internship advisor.

Undergraduate students must have completed 12 credit hours in business, including their first 300 level course in the discipline of the internship. The credit earned in an internship course may be used only for a free business elective course. It may not replace a core or area of specialization course.

KSB Internship Objectives

To provide students with work experience that will enhance and complement their academic learning. Specific objectives include

- To apply academic learning to workplace practices.
- To practice and develop professional skills, such as oral, written, and interpersonal communications, use of technology and analytical tools, and working in teams, that will improve performance in subsequent courses and in future work assignments.
- To examine one's own attitudes toward work and toward the field of management and to consider which aspects of management best match one's own interests.

Student registration responsibilities:

- Complete Internship packet with required signatures and return packet to the Internship Advisor, prior to the date set by the Registrar's Office to register. Please allow 5 business days to complete the process of attaining signatures.
- Identify internship opportunity, the discipline with which it would be associated, and the key goals that the student would be trying to accomplish through the internship experience
- Set up meetings to discuss internship goals with the faculty advisor and curriculum requirements with the Academic Advisor
- Receive completed feedback forms (and return to the appropriate party):
  - Faculty supervisor (Returns to the Faculty Advisor and Internship Advisor)
  - Internship experience (Returns to the Faculty Advisor and Internship Advisor)

**Comment [kg1]:** Jesse – After you revise this for the other document, please paste new version here.

- Employer supervisor (Returns to the Faculty Advisor and Internship Advisor)/ Go to <http://www.american.edu/careercenter/faculty/internships/evaluation.pdf>
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Assignments:

- Weekly reflections, completed in writing
- Regular meetings with the faculty advisor throughout the semester
- Portfolio of work completed
- Comprehensive paper on the experience identifying knowledge or skills gaps that can be filled through other experiences or classes.
  - Part 1 due early in the term, describes the organization and the job in detail. The organizational history, size, mission, vision, products/services, industry, etc. The job expectations and activities as they are enacted at the time of this first report. This paper is 3-4 pages long and professionally formatted and include the employer supervisor name, title, and contact information.
  - Part 2 due at end of the term, elaborates on lessons learned. How did the student use previous class work? What new skills did the student learn? What does this experience motivate the student to learn more about in the short and longer term? Write at least 3 bullet points on “Pointers for Future Interns” (at this place or generally). What would you tell a student who had never done an internship before?

Part 1 due February 16

Part 2 along with journal, work portfolio due April 27

Required meeting with internship staff April 30 5 pm

Grading:

Weekly reflections:	30%
Attendance and Communication:	10%
Work portfolio:	20%
Paper:	40%