



## BA 353: Internship in Business

### Fall 2016 Internships

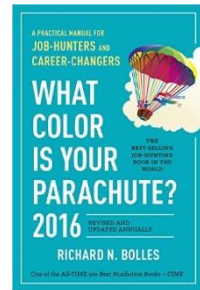
#### Section 1. Objective

The purpose of the course is to provide you with a format for reflection while you perform a professional internship. Intended outcomes include:

- Opportunity to put your academic learning into practice while immersed in a business setting,
- Integrated learning about how specific projects relate to larger business goals,
- Greater understanding of business processes,
- Increased professional skills, and
- Enhanced ability to recognize and articulate your preferences and abilities, and to match them with appropriate career-related choices.

#### Section 2. Text

We will be using the award winning book by Richard Nelson Bolles entitled “**What Color is Your Parachute? 2016 Edition.**” The paperback version is available on Amazon.com for less than \$15.00. No other edition of the book is acceptable; all assignments will be based on the 2016 edition.



#### Section 3. Contact Information

Please refer to the course website for additional course information and answers to frequently asked questions: <https://my.mcombs.utexas.edu/My/BBA/Advising/Degree-Planning/Internship-Requirement>

If, after reviewing the course website, you have lingering questions, please contact the Internship Coordinator for your major:

Major	Internship Coordinator	Internship Coordinator Email
Accounting, Business Honors, Finance	Heidi Toprac	heidi.toprac@mcombs.utexas.edu
International Business, Management, Marketing, MIS, OM, SCM, STM	Katie Gray	katie.gray@mcombs.utexas.edu

## Section 4. Course Procedures

To ensure that you receive credit for your internship, follow the procedures in the order listed.

1. Fulfill the prerequisites:
  - a) Successfully complete 45 hours of college course work.
  - b) Declare a major in the McCombs School of Business.
  - c) Participate in the internship course at least one semester prior to the semester in which you intend to graduate (this last item is highly recommended, but not absolutely required).
2. Secure a professional internship.
3. After you receive your offer, but **before you begin working**, apply for course credit using the online Internship Tracking System: <https://acsprod.mcombs.utexas.edu/MOR/ba353/>
  - a) Summer interns: The deadline to apply for course credit is Friday, July 1, 2016.
  - b) Fall interns: The deadline to apply for course credit is the Wednesday, September 7, 2016.
  - c) Spring interns: The deadline to apply for course credit is Monday, January 30, 2017.
4. Read your email. Make sure the email listed with the Registrar is an email account you check at least once every 24 hours. If you need to change your official email address, you can do so at the following site: [https://utdirect.utexas.edu/apps/utd/all\\_my\\_addresses/](https://utdirect.utexas.edu/apps/utd/all_my_addresses/).

You will receive an email from your Internship Coordinator indicating whether your application was approved or denied. If your application was approved, the email will provide you with registration instructions, the course syllabus, and other pertinent information. If your application was denied, the email will explain the reason for the denial. You may re-apply at any time.
5. Register for the course. Use the unique number indicated in your approval email.
  - a) Summer interns: Those students working as interns during the summer should register for fall semester course credit (thereby avoiding the summer course fees). You will not have access to Canvas—or the required weekly assignments—until you have registered for the course. Accordingly, you must register for the course by Friday, July 15, 2016. You are responsible for adhering to course deadlines whether or not you have registered for the course. (Exception: Those students working as interns during the summer and studying abroad during the fall should register for spring semester course credit. Ask your internship coordinator for permission to defer your enrollment BEFORE you begin your internship.)
  - b) Fall interns: Those students working as interns during the fall should register for fall semester course credit.
  - c) Spring interns: Those students working as interns during the spring should register for spring semester course credit.
6. Attend the Internship Information Session. You will receive an email with the date, time and location. During the Information Session, faculty and staff will outline expectations and resources, explain the course requirements, and answer your pre-internship questions.
  - a) Summer interns: The information session will occur toward the end of the spring semester.
  - b) Fall interns: The meeting will occur on or near the 12<sup>th</sup> class day of the fall semester.
  - c) Spring interns: The meeting will occur on or near the 12<sup>th</sup> class day of the spring semester.
7. Complete your internship by the deadline. You must work a minimum of 160 hours over the course of at least 6 calendar weeks. (Working 20-30 consecutive days will not satisfy this

requirement.) Any hours worked *prior* to receiving approval of your internship will not count toward fulfilling this requirement. Any hours worked *after* Friday, November 11, 2016 will not count toward fulfilling this requirement. The only hours/weeks that will be counted toward fulfilling the course requirement are those that occur between the date of your approval email and the internship deadline. You might have started working prior to receiving approval, or you might choose to continue working after the deadline. Both situations are acceptable. However, none of the hours/weeks worked prior to earning approval or after the deadline will count toward the course requirement. You may work part-time or full-time, paid or unpaid.

- a) Summer interns: Your 160 hours/6 weeks must be completed by Friday, August 19, 2016.
  - b) Fall interns: Your 160 hours/6 weeks must be completed by Friday, November 11, 2016.
  - c) Spring interns: Your 160 hours/6 weeks must be completed by Friday, April 21, 2017.
8. Submit a weekly assignment on Canvas. Details will be announced on Canvas. One assignment will be due at the start of each of the last 5 weeks prior to the internship deadline (noted in item 7, above). Each assignment will be based on the readings in the textbook. You are welcome to submit the assignments early; however, there will be no opportunity to submit the assignments late. **You must earn a score of 70% or higher on each assignment** in order to pass the course. If you earn less than 70% on an assignment, or if you fail to submit an assignment by its due date, you will not pass the course. See Section 5 for due dates.
  9. Update/validate your supervisor's contact information in the Internship Tracking System (<https://secure.mcombs.utexas.edu/MOR/ba353/supervisor.aspx>). If you forget, you will receive a reminder email approximately three weeks prior to the end of your internship. If you fail to update the information, the Internship Tracking System will not send the Supervisor Survey to your supervisor, and you will earn a failing grade for the course. Even if all of the data in the Internship Tracking System is correct, **you must check the box and click the Submit button** to tell the system that you have reviewed and validated the information.
    - a) Summer interns: Validate your supervisor's information by Friday, August 5, 2016.
    - b) Fall interns: Validate your supervisor's information by Friday, October 28, 2016.
    - c) Spring interns: Validate your supervisor's information by Friday, April 7, 2017.
  10. If you successfully completed step 9, your supervisor will start receiving emails 2 weeks prior to the end of your internship in which she is asked to complete an online Supervisor Survey. In the survey, your supervisor will indicate the dates and hours that you worked. Remind your supervisor to complete the survey by the deadline. Without it, you cannot pass the course. If your supervisor has not received any of the emails, please ask her to check her spam/junk mail folder.

## Section 5. Due Dates

The due dates for Fall 2016 are noted below. All dates and times are US Central Standard Time. You are welcome to submit work early, but you will not be allowed to submit work late.

TBD	TBD	Internship Information Session
Wed, Sep 7	5:00 p.m.	Last possible moment to request approval of a summer internship
<b>Fri, Sep 9</b>	<b>5:00 p.m.</b>	<b>Deadline to register for the course</b>
Sun, Oct 9	11:59 p.m.	Assignment #1 due on Canvas (Note: This is Texas-OU Weekend!)
Sun, Oct 16	11:59 p.m.	Assignment #2 due on Canvas
Sun, Oct 23	11:59 p.m.	Assignment #3 due on Canvas
<b>Fri, Oct 28</b>	<b>5:00 p.m.</b>	Deadline to validate supervisor contact info (see Section 4, step 9)
Sun, Oct 30	11:59 p.m.	Assignment #4 due on Canvas
Sun, Nov 6	11:59 p.m.	Assignment #5 due on Canvas
<b>Fri, Nov 11</b>	<b>5:00 p.m.</b>	Internship deadline. By this date and time, you must have completed at least 160 hours of on-the-job work, and those 160 hours must have occurred over the course of at least 6 calendar weeks. In addition, your supervisor must have submitted the online Supervisor Survey.

## Section 6. Course Requirements & Grading

The internship course is graded on a pass/fail basis, based on the successful completion of your internship and submission of the required online materials. Grades will be posted Canvas, along with all of your other course grades, throughout the semester. A final grade of “CR” will be given to those students who fulfill all of the course requirements by the due dates. A final grade of “F” will be given if **any** requirement is not met by its due date. No late work will be accepted. To reiterate, the requirements are as follows:

1. Work Hours: You must work at least 160 hours over the course of at least 6 calendar weeks. See Section 4, step 7, for details.
2. The Supervisor Survey: Your supervisor will use an online form to document the dates and hours you interned. Your supervisor may also provide an optional assessment of your on-the-job performance. The survey must be completed by your employer by 5:00 p.m. on Friday, November 11, 2016. To ensure that your supervisor receives the online survey, you must validate your supervisor’s contact information at least three weeks prior to the end date of your internship. Please see Section 4, step 9, for details.
3. The written assignments: The assignments are designed to help you reflect on your internship experience. This regular examination of what you are learning will make you more effective and employable, and will help you decide if this is the right work for you. The specific requirements for each assignment are posted on Canvas. You must earn a score of 70% or higher on **each** assignment to pass the course. If you earn less than 70% on any assignment, or if you fail to submit an assignment by its deadline, you will earn a grade of “F” in the course.