



## Section 1. Objective

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

- Hands-on experiential learning supervised by an industry professional,
- Immersion in a professional business environment, leading to greater understanding of business processes,
- Increased accountability and professional skills,
- Enhanced ability to recognize your preferences and abilities and match them with appropriate career-related choices, and
- Opportunities to put your academic learning into practice

## Section 2. Text

We will be using the award winning book by Richard Nelson Bolles entitled “**What Color is Your Parachute? 2018 Edition.**” The paperback version is available at the Co-op and Amazon.com for less than \$20.00. No other edition of the book is acceptable; all assignments will be based on the 2018 edition.



## Section 3. Contact Information

Visit 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 you have lingering questions after reviewing the course website, please contact the BBA Internship Director, Heidi Toprac, at [heidi.toprac@mcombs.utexas.edu](mailto:heidi.toprac@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. See the FAQs tab on the course website for the types of internships that are **not** eligible for B A 353: <https://my.mcombs.utexas.edu/My/BBA/Advising/Degree-Planning/Internship-Requirement>
3. After you receive your offer, but **before you begin working**, apply on MOR to enroll in B A 353: <https://acsprod.mcombs.utexas.edu/MOR/ba353/>
  - a) Spring interns: The deadline to apply is Monday, January 29, 2018.
  - b) Summer interns: The deadline to apply is Sunday, July 1, 2018.
  - c) Fall interns: The deadline to apply is Wednesday, September 12, 2018.

4. Report your internship and job offers (both accepted and declined): <https://bba-mcombs-texas.12twenty.com/>
5. Read your email. You will receive an email indicating whether your application to enroll in the course was approved. 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. You can change your official email address here: [https://utdirect.utexas.edu/apps/utd/all\\_my\\_addresses/](https://utdirect.utexas.edu/apps/utd/all_my_addresses/).
6. Register for the course. Use the unique number indicated in the email you received.
  - a) Spring interns: Those students working as interns during the spring will add B A 353 to their spring semester course schedules. The last day to register is the 12<sup>th</sup> class day of the semester.
  - b) Summer interns: Those students working as interns during the summer will add B A 353 to their **fall** semester course schedules (thereby avoiding summer course fees). You will not have access to Canvas—or the required assignments—until you have registered for the course. Accordingly, you must register for the course by Friday, July 6, 2018. You are responsible for adhering to all course deadlines whether or not you have registered.
  - c) Fall interns: Those students working as interns during the fall will add B A 353 to their fall semester course schedules. The last day to register is the 12<sup>th</sup> class day of the semester.
7. Attend the B A 353 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) Spring interns: The meeting will occur on or near the 12<sup>th</sup> class day of the spring semester.
  - b) Summer interns: The information session will occur toward the end of the spring semester.
  - c) Fall interns: The meeting will occur on or near the 12<sup>th</sup> class day of the fall semester.
8. Perform your internship. You must work a minimum of 160 hours over the course of at least 6 calendar weeks. (Working 42 consecutive days will not satisfy this requirement.) Any hours worked **prior** to receiving approval to enroll in B A 353 will not count toward fulfilling this requirement. Any hours worked **after** the course deadline 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 dates of your approval email and the 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. The course deadlines are noted below:
  - a) Spring interns: 5:00 pm, Friday, April 20, 2018.
  - b) Summer interns: 5:00 pm, Friday, August 10, 2018.
  - c) Fall interns: 5:00 pm, Friday, November 16, 2018.
9. Submit five assignments **on Canvas by 11:59 pm** Central Standard Time on the relevant due dates. One assignment will be due on Canvas during each of the last 5 weeks of the internship course. Each assignment will be based on the readings in the textbook. Details will be announced on Canvas. 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 do not submit an assignment by its due date, you will fail the course. See Section 5 for due dates.
10. Submit two assignments **on MOR by 5:00 pm** Central Standard Time on the relevant due dates.

- a) Speak to your supervisor and/or recruiter to determine who will report your time on the job to McCombs. Thereafter, update/validate your B A 353 application on MOR to ensure that the selected person's name and contact information is reflected in the "Supervisor" part of your application. (<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. Even if all of the data on MOR is correct, **you must check the box and click the Submit button** to tell the system that you have reviewed and validated the information. If you do not update/validate the information by the deadline, you will fail the course. The deadlines are noted below.
  - i. Spring interns: 5:00 pm, Friday, April 6, 2018
  - ii. Summer interns: 5:00 pm, Friday, July 20, 2018.
  - iii. Fall interns: 5:00 pm, Friday, November 2, 2018.
  
- b) Your supervisor will start receiving emails from MOR approximately two weeks prior to the end of your internship, in which s/he is asked to complete an online Supervisor Survey. In the survey, your supervisor will indicate the dates and hours that you worked. **Do not leave your internship until your supervisor has submitted the survey.** If your supervisor does not submit the survey by the deadline, you will fail the course. The deadlines are noted below.
  - i. Spring interns: 5:00 pm, Friday, April 20, 2018
  - ii. Summer interns: 5:00 pm, Friday, August 10, 2018.
  - iii. Fall interns: 5:00 pm, Friday, November 16, 2018.

## Section 5. Due Dates

The due dates for Summer 2018 are summarized 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.

Monday, April 20	5:00 pm	B A 353 Information Session, JES A121A
Sunday, Jul7 1	5:00 p.m.	Last possible moment to apply to enroll in B A 353
<b>Friday, July 6</b>	<b>5:00 p.m.</b>	<b>Deadline to register for the course</b>
Sunday, July 8	11:59 p.m.	Assignment #1 due on Canvas
Sunday, July 15	11:59 p.m.	Assignment #2 due on Canvas
<b>Friday, July 20</b>	<b>5:00 p.m.</b>	Supervisor Contact Info due on MOR (see Section 4, step 10a)
Sunday, July 22	11:59 p.m.	Assignment #3 due on Canvas
Sunday, July 29	11:59 p.m.	Assignment #4 due on Canvas
Sunday, August 5	11:59 p.m.	Assignment #5 due on Canvas
<b>Friday, August 10</b>	<b>5:00 p.m.</b>	Supervisor Survey due on MOR, and internship weeks/hours due

## Section 6. Course Requirements & Grading

The internship course is graded on a pass/fail basis, based on the timely and successful completion of your internship and submission of the required online materials. Grades will be posted on your transcript, along with all of your other course grades, at the end of 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 a score less than 70% is earned on **any** assignment, or if **any** requirement is not met by its due date. No late work will be accepted.