

**OM 353: Internship in OM/SCM/ERB**  
**Unique Number 04075**  
**The University of Texas at Austin - Fall 2009**

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Office Hours: By appointment

**The semester before you intend to take this course, a petition must be completed on-line and approved** This course is taken the semester after completion of an approved paid internship. With approval, this course may be taken concurrently with the internship. Students may only register for this course after their internship has been approved via the on-line system.

**Required Text: No Text**

**Grades:** Students will be evaluated based on the completion of a weekly journal, final paper and receipt of a satisfactory evaluation from the employer. Grades are recorded as Credit or No Credit.

**Work turned in late:** Late work will **NOT** be accepted unless additional time is approved by the instructor **prior** to the original due date. Work that is not turned in by the approved date will not be accepted.

**Journal Content & Format:**

**Due Dates:** If you complete your work during the summer, your journal, paper, and documentation are due **two weeks after you complete 160 hours or 6 weeks, which ever is longer**. The last day you can submit materials is **Friday, September 25**.

**Format:** Please type your journals as a stapled, 12-point, single-spaced word document with a space between entries. Begin the first page of the journal using the memo format below to remind me of where you are working, what you are doing, and how many hours you have completed so far. (You don't need a separate cover page—why waste paper?) Journal entries should be a brief (1-2 paragraph), record of what you do and learn on the job, with **two to three entries for each week you work**. You must keep a journal for 160 hours over at least a six-week period. If you work full time, you will complete your 160 hours in a month, but keep the journal up for the full six weeks, as we want you to reflect on your learning over a little longer time period than one month.

**Journal Memo Format:** Use the format below.

**Date:** June 2, 2008  
**To:** Michael G Hasler  
**From:** (your name)  
**Job:** (brief job/internship title)  
**Company:** Company where you are working  
**Hours Worked:** Number of hours worked as of the date you turn in your journal  
**Subject:** (Subject Line Describing Your Learning)

(Jump right in on the same page and begin your journal entries)

June 18 – Began work today. Got a desk and computer and then had to wait around an hour for computer services to set up my email account. Went to lunch with my supervisor, Annette, and the other three interns. Annette talked about the company culture, explaining...

June 20 – Started on the database today. Eric, the A&M intern I am working with, says...

Use your journal to integrate your learning about people, technology, and business process. The doing and learning can be technical, organizational, or interpersonal. You may write about a program you are writing on one day, interactions with co-workers on the next, and organizational insights on another. The purpose of the journal is to help you integrate your learning about the job and your role with this company. You can also use the journal to explore your understanding of the work world and where you want to go next in your career. This regular examination of your learning will make you more effective and employable, and will help you decide if this is the right work for you.

*Part of the course requirement is submission of your journal entries at least four (4) times during the 160 hour internship experience for feedback from me. We will handle this through Blackboard. Submissions must be at least two (2) weeks apart.*

**Final Paper:** The final paper is the tool to help you integrate all of your learning from the internship. Because this information will be seen by me and perhaps by others, it is vital that you **NOT** include any confidential information about the company for which you work.

You should briefly recap how you got your internship, discuss the projects and duties you completed, discuss the significant events that occurred during the internship and analyze your experience and your take-aways from the internship. ***The paper must reference at least three (3) articles from reputable journals, books, newspapers or magazines that illuminate and add to your learning about working in a professional organization.*** Articles can be about teamwork, technology, company cultures, giving feedback in the workplace, or any topic that logically relates to your professional learning during the semester.

**Final Paper Format:** The final paper should be stapled, using a standard font and 12-point type, and should be 10 pages long (double-spaced and including the Works Cited page).

**Citations:** Include clear in-text citations and a complete works cited page. (For an online style resource, go to [www.lib.utexas.edu](http://www.lib.utexas.edu), Quick Reference, [Style Manuals in Brief](#), and choose one of the MLA or APA Format pages.)

**Feedback:** Prior to the submission of your paper, you **MUST** submit your paper to a classmate for their critique and feedback before final submission to me. Your final submission should include your draft and comments from your reviewer as well as the final draft.

**Final Submission:** Your final submission consists of three items:

1. Your final draft paper with all corrections addressed from classmate critique.
2. Your original draft with feedback and input from your classmate.
3. A copy of another classmate's paper with your constructive critique and feedback.

**Internship Documentation Form:**

At the completion of the internship, each employer must complete an Internship Documentation form and return it to the Internship Coordinator **2 weeks before the end of the semester**. If this form is not returned, the student will receive an incomplete. This form documents hours worked and projects performed, and includes a space for an assessment of the student's work, which the supervisor may complete at his or her company's discretion. Your employer can either: return it to you for submission, fax it to me at (512) 471-0587, mail it to the address listed on the form, or email it to me at michael.hasler@mcombs.utexas.edu.

*Additional Policies*

1. *The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. If you have a condition (e.g., learning disability, chronic medical condition, etc.) or holiday that needs accommodation, please see me early in the term so that we can take appropriate steps. For more information about the University's policy, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.*
2. All students enrolled in this class are bound by the conditions and statements of the McCombs School of Business honor code. Any evidence of dishonesty (i.e. copying off exams, copying homework, plagiarizing reading material, willful misdocumentation) in this course will be reported. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the Policy Statement on Scholastic Dishonesty for the McCombs School of Business. By teaching this course, I have agreed to observe all of the faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all of the student responsibilities described in that document. If the application of that Policy Statement to this class and its assignments is unclear in any way, it is your responsibility to ask me for clarification.
3. **Policy on Scholastic Dishonesty:** Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at <http://www.utexas.edu/depts/dos/> or the General Information Catalog to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

**Note:** Any of the above policies and schedules are subject to change if the instructor deems it necessary. Any changes will be announced via Blackboard.