BA353: Internship in Business  
Fall 2014 Syllabus

Section 1. Objective

The purpose of the course is to provide you with a format for reflection while you perform a professional internship that enhances your ability to achieve your career objectives. 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 both 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? 2014 Edition.” The paperback version is available on Amazon.com for less than $15.00. No other edition of the book is acceptable.

Section 3. Contact Information

Please refer to the course website for detailed course information and answers to frequently asked questions:  [http://mccombs.utexas.edu/BBA/Career-Services/Internship-Requirement.aspx](http://mccombs.utexas.edu/BBA/Career-Services/Internship-Requirement.aspx).

If, after reviewing the course website, you have additional questions, please contact the appropriate Internship Coordinator from the list below.

<table>
<thead>
<tr>
<th>Major</th>
<th>Internship Coordinator</th>
<th>Internship Coordinator Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Gretchen Charrier</td>
<td><a href="mailto:gretchen.charrier@mccombs.utexas.edu">gretchen.charrier@mccombs.utexas.edu</a></td>
</tr>
<tr>
<td>Business Honors</td>
<td>Heidi Toprac</td>
<td><a href="mailto:heidi.toprac@mccombs.utexas.edu">heidi.toprac@mccombs.utexas.edu</a></td>
</tr>
<tr>
<td>Finance</td>
<td>Heidi Toprac</td>
<td><a href="mailto:heidi.toprac@mccombs.utexas.edu">heidi.toprac@mccombs.utexas.edu</a></td>
</tr>
<tr>
<td>Management</td>
<td>Doug Dierking</td>
<td><a href="mailto:doug.dierking@mccombs.utexas.edu">doug.dierking@mccombs.utexas.edu</a></td>
</tr>
<tr>
<td>Marketing, IB</td>
<td>Jerry Han</td>
<td><a href="mailto:jerry.han@utexas.edu">jerry.han@utexas.edu</a></td>
</tr>
<tr>
<td>MIS/SCM/STM</td>
<td>Katie Gray</td>
<td><a href="mailto:katie.gray@mccombs.utexas.edu">katie.gray@mccombs.utexas.edu</a></td>
</tr>
</tbody>
</table>
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, and
   c) Take the internship course at least one semester prior to the semester in which you intend to graduate (this last item is recommended, but not 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.mccombs.utexas.edu/MOR/ba353/

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/.

   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 information about both the Information Session and the Internship Forum. 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). Note: You will not have access to Canvas—or the required weekly assignments—until you have registered for the course. If you have not registered for the course by the end of the July add/drop period, email your Internship Coordinator (See Section 3) and ask to be manually added to Canvas. Many faculty members are required to travel during the summer. Accordingly, allow at least one week for your Internship Coordinator to respond to your request. 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
   b) Fall and Spring Interns: Those students working as interns during the fall should register for fall semester course credit. Those students working as interns during the spring should register for spring semester course credit.
   c) Study Abroad Students: Those students working as interns during the summer and studying abroad during the fall should register for spring semester course credit. Please inform your Internship Coordinator immediately if this situation pertains to you. Your Internship Coordinator will provide you with detailed instructions.

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) For those students working as interns during the fall, the meeting will occur on or around the 12th class day of the fall semester.
   b) For those students working as interns during the spring, the meeting will occur on or
around the 12th class day of the spring semester.

c) For those students working as interns during the summer, the meeting will occur toward the end of the preceding spring semester.

7. Perform your internship, working a minimum of 160 hours over the course of at least 6 calendar weeks. (Note: Working 42 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 the due date will not count toward fulfilling this requirement. The only hours/weeks that will be counted toward fulfilling this requirement are those that occur between the date of your approval email and the internship due date. You might have started working prior to receiving approval, or you might choose to continue working after the due date. Both situations are acceptable. However, none of the hours/weeks worked prior to earning approval or after the due date will count toward this requirement. You may work part-time or full-time, paid or unpaid.

a) For those students working as interns during the fall semester, the due date is Friday, November 14, 2014.

b) For those students working as interns during the spring semester, the due date is Friday, Apr 17, 2015.

c) For those students working as interns during the summer, the due date is Friday, August 28, 2015 (the first Friday of the fall semester).

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 six weeks prior to the internship due date. 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. (Note: 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 one or more assignments, or if you fail to submit one or more assignments by the deadline, you will not pass the course.)

9. Update/validate your supervisor’s contact information in the Internship Tracking System [https://secure.mccombs.utexas.edu/MOR/ba353/supervisor.aspx](https://secure.mccombs.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 still press the Submit button to tell the system that you have reviewed and validated the information.

10. Two weeks prior to the end of your internship, your supervisor will receive an email asking him or her to complete an online Supervisor Survey. In the survey, your supervisor will indicate the number of weeks and hours that you worked. Remind your supervisor to complete the survey by the due date. Without it, you cannot pass the course. If your supervisor has not received the email, please ask her to check her spam/junk mail folder.

11. Attend the Internship Forum and present your deliverable. The schedule will be posted on Canvas. If you are unable to attend at the specified time, you must request an alternate time within 48 hours of the time the email was sent to you. During the Forum, you will present a deliverable to a group of approximately 40 students and faculty. Each Forum will take will last approximately 90 minutes. Details will be announced on Canvas.
Section 5. Deadlines

The deadlines for Fall 2014 interns are noted below. You will receive an email with the exact date and time of the Information Session.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD (early-Sep)</td>
<td></td>
<td>Internship Information Session</td>
</tr>
<tr>
<td>Wed, Sep 10</td>
<td>5:00 p.m.</td>
<td>Last possible date to submit a request for approval of a fall internship.</td>
</tr>
<tr>
<td>Sun, Oct 5</td>
<td>11:59 p.m.</td>
<td>Assignment 1 due on Canvas</td>
</tr>
<tr>
<td>Sun, Oct 12</td>
<td>11:59 p.m.</td>
<td>Assignment 2 due on Canvas</td>
</tr>
<tr>
<td>Sun, Oct 19</td>
<td>11:59 p.m.</td>
<td>Assignment 3 due on Canvas</td>
</tr>
<tr>
<td>Sun, Oct 26</td>
<td>11:59 p.m.</td>
<td>Assignment 4 due on Canvas</td>
</tr>
<tr>
<td>Thu, Oct 30</td>
<td>5:00 p.m.</td>
<td>Deadline to validate supervisor contact info (see Section 4, step 9)</td>
</tr>
<tr>
<td>Sun, Nov 2</td>
<td>11:59 p.m.</td>
<td>Assignment 5 due on Canvas</td>
</tr>
<tr>
<td>Sun, Nov 9</td>
<td>11:59 p.m.</td>
<td>Assignment 6 due on Canvas</td>
</tr>
<tr>
<td>Fri, Nov 14</td>
<td>5:00 p.m.</td>
<td>Internship due date. 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 by this date and time.</td>
</tr>
</tbody>
</table>

TBD (mid-Nov) Internship Forum occurs. Present your deliverable.

Section 6. Course Requirements & Grading

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

1. Work Hours: You must work a minimum of 160 hours over the course of at least 6 calendar weeks. (Thus, working 42 consecutive days will not fulfill this requirement.) 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, written assessment of your on-the-job performance. The survey must be completed by your employer at or near the end of your internship. 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 Assignments: The purpose of the assignments is 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 will be posted on Canvas. 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 one or more assignments, or if you fail to submit one or more assignments by its deadline, you will earn a grade of “F.”

4. The Forum Deliverable: During the Internship Forum, you will present your final deliverable to a group of approximately 40 students and faculty. Details will be announced on Canvas.