



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
Bryan School of Business and Economics

Course Syllabus: Summer 2015 MBA 742-31D: Organizational Internship

Instructor Information:

Lecturer: Mr. Joseph Erba
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Office Hours: By appointment

Course Credits: 3

Required Text & Tools: Student “summer” internship at an approved organization. No textbooks are required.

Purpose: This is an experiential program that takes place between the summer of the first and second years in the day MBA program. Students are required to be engaged in *project-based work*, along with completing daily responsibilities and tasks at their chosen organization, utilizing their knowledge acquired and skills developed during their first-year MBA studies.

STUDENT LEARNING OUTCOMES (SLOs):

Upon completing the summer internship program, the student should be able to:

- 1) **Identify** the role of Bryan Values (sustainability, principled leadership, innovative mindset, and global thought and action) in improving organizations in which you work and communities in which you live.
- 2) **Apply** the skills and knowledge gained from your first-year courses of the Bryan MBA program.
- 3) **Gain** industry-related experience through observation, involvement, performance and reflection of stated role(s) offered by your chosen firm.
- 4) **Grasp** the relationship between the theory and practical applications of business operations and how leadership methods and practices support or inhibit the performance of firms.

Program Timeline:

The official start/end dates for the internship course are May 14-July 24, 2015. While we understand that not all internships will fall within these dates, it will be necessary for students to complete their program requirements (excluding the final presentation) prior to the end date listed (specific due dates for each requirement will be posted in Canvas).

Program Requirements & Grading Rubric:

The academic requirements of the program are listed below. Specific instructions on completing each of these requirements, along with the due dates, will be listed in the Assignments section of Canvas.

1. Goals & Objective document	15%
2. Interim Reflection document	15%
3. Final Reflection document	30%
4. Company/Supervisor review & input	25%
5. Final Presentation	15%
<i>TOTAL</i>	<i>100%</i>

EVALUATION DESCRIPTIONS:

Grading scale for program requirements (letter):

- A = Excellent:** indicates achievement of distinction. Student excels compared to class.
- B = Good:** indicates general achievement superior to the acceptable standard.
- C = Average:** indicates the acceptable standard for meeting the course requirements.
Student performance “on par” with rest of class.
- F = Failure:** indicates failure to perform to a minimum standard of performance.

Document submittals:

Each of the written documents required will have specific due dates for each student. These documents are to be completed using professional business writing styles. Specific instructions for each will be provided in the Assignments section of Canvas.

Company/Supervisor Review & Input:

The MBA Office will request a written review of your performance from your interning company. The evaluation received will be used to assist in determining this portion of your overall grade. It is incumbent upon you and expected that you will respect the guidelines, rules and boundaries established by your organization (see **Summary Notes** section following).

Final Presentation:

Each student is required to prepare and deliver a final presentation of their internship experience at a date-to-be-determined, at the beginning of the Fall '15 semester. Specific guidelines and instructions will be posted in the Assignments section of Canvas.

Academic Honor Code:

By the singular act of registering for this course, you are agreeing to abide by the UNCG Academic Integrity Policy. All written work submitted must be original and produced by the student for this class only. If you are for any reason unfamiliar with the contents of the code, please review it on the school's website link: <http://academicintegrity.uncg.edu/complete/>. Violations will be pursued.

The Bryan School of Business and Economics has recently developed and accepted Faculty and Student Guidelines focusing on the expected performance of each. Since these guidelines are new, please take the time to review them. They can be found at the following link:

http://bae.uncg.edu/assets/faculty_student_guidelines.pdf.

Confidentiality:

Students are expected to understand and respect that they may be exposed to company confidential material(s) during their internship. It is important for both the students and the school to appreciate that any material that a reasonable person would view as confidential, be treated as such.

Students with Disabilities: UNCG seeks to comply fully with The Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973. Students requesting accommodations based on a disability must be registered with the Office of Disability Services in 215 Elliott University center, 334-5440, www.uncg.edu/ods.

Communicating:

For purposes of this course, I will request that you check your personal e-mail (E-Spartan) daily as well as Canvas for messages and/or assignments. Please use iSpartan to communicate with your professor.

Incident Weather:

UNCG will remain open during adverse weather conditions until and unless the Chancellor makes the administrative decision to postpone/cancel class. Students can obtain details on those decisions by calling the Adverse Weather Line at 336-334-4400 or accessing the website at: www.uncg.edu/iss/weather.htm.

Extra Credit:

There is no extra credit assignments scheduled for this course. If a situation presents itself during the semester, all students will be given equal opportunity to participate.

Summary Notes

The internship is a real job. You are expected to conduct yourself in a professional manner as a representative of the Bryan School. Handled appropriately this experience can be important in finding a permanent position, following graduation. Use the opportunity to test your interest in the industry and the particular company and build relationships, adding to your networks.

- The instructor will not have posted office hours, but will be available for meetings as requested. **The best contact method is through email.**
- While MBA742 has no class time, it is a three credit-hour course. A minimum of **180** hours must be devoted to this course to receive credit. The 180 hours should be actual work time at the company. Time spent completing any academic requirements is not included in the 180 hours. I encourage you to exceed the minimum requirements for hours worked at the company. **Please note that your internship work schedule and end date should be decided upon between you and the employer. If you complete your 180 hours, it does not mean your internship is over.**
- Please note that all research and work completed for the company is owned by the company and should be treated as proprietary and confidential.
- Your internship supervisor will be contacted during the summer to provide feedback on your internship performance. Please make sure that your supervisor is aware of this and that they will be willing to provide feedback.
- If you experience problems during your internship, we recommend talking through those problems with your supervisor and/or, if necessary, bringing them to the attention of the professor and/or Darlene Broadhurst, so that you address those problems as soon as they arise.

Finally, there is a need to recognize that a successful project can contribute to building the value of the Bryan MBA **brand**. MBA742 gives you the opportunity to demonstrate what you have learned and enhance the brand.

Biographical sketch of the Instructor:

Joseph Erba, Jr. is a full-time faculty member at Bryan School of Business & Economics at UNCG. His current teaching of undergraduate and graduates courses at UNCG focus on the areas of business strategy, leadership and entrepreneurship. During his tenure, he has developed a number of new programs and courses at UNCG, including “Campus Entrepreneurs” which offers students the opportunity to start their own for-profit ventures on campus. His on-going work with the Target Corporation has led to the formation of the “Target Case Challenge” on campus, now in its sixth year of operation. His service work includes active participation with the UNCG International Programs Committee, serving as faculty advisor and mentor to incoming international students as well as sponsoring and participating in study abroad programs.

Joe is actively involved with numerous local, regional and national organizations to support and align their interests in UNCG and our students.

Through his teaching, Joe has been nominated on multiple occasions and was the recipient of the Bryan School’s Non-tenured Faculty Teaching Excellence Award in Spring 2011.

Mr. Erba earned a bachelor’s (BSBA) and Master’s degree (MBA) from Babson College of Wellesley, Massachusetts. During his 30 years in industry prior to joining UNCG, he gained experience in a variety of fields including financial services (for which he earned the Chartered Life Underwriter and the Chartered Financial Consultant designations) sales, marketing, operations, distribution, supply-chain management and executive leadership. Among others, he has held the executive leadership position of Vice-President of Order Fulfillment and Supply Chain Management for Steelcase, Inc. the world’s largest office furniture manufacturer, as well as President and CEO of two organizations; Revest, Inc. of Atlanta, GA and Brayton International of High Point, N.C.

Retiring from general industry activities in early 2005, Joe maintains a boutique business consulting practice specializing in strategy development and implementation and organizational leadership for small to moderate-sized businesses.