Instructor: Melissa J. Hershberger  
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Email: mjhershb@uncg.edu  
Office Hours:  *By appointment only*  

Note that *email* is the best method to quickly get in touch with me.

**Credit Hours for this Course:** 3 hours

**For Whom Planned:**  
This course is planned and conducted for MBA students in the Bryan School of Business.

**Purpose of Course:**  
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:**

*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.
Electronic Resource:
Canvas will be used for this course. The sign-on site for Canvas is http://canvas.uncg.edu. Students enrolled in this course will have access to the applicable section of Canvas. Updates of the Course Syllabus, if required, as well as announcements or other material deemed necessary will be posted to this site and available for download. You are responsible for monitoring this resource on a timely basis.

Program Timeline:
The official start/end dates for the internship course are May 10-July 20, 2018. While we understand that not all internships will fall within these dates, it will be necessary for students to complete their program requirements prior to the end date listed. Specific deadlines will be posted to Canvas.

Course Requirements:
The internship must consist of a minimum of 180 hours of internship work. The 180 hours will be actual work time at your internship firm. Time spent completing any academic requirements, documentation or other activities listed below are NOT to be included in these 180 hours.

1. Prior to beginning the internship, Students will provide to the instructor of record for the internship course (into Canvas): 1. A written job description; 2. The signed guarantee of required hours; 3. Name and contact information of supervisor or contact person at the internship.
2. The student will be responsible for attending any and all meetings prior to beginning of internship course.
3. The student will be responsible for any legal paperwork the university requires for the student to qualify for taking an internship (i.e. International Programs)
4. No later than the last day of the grading term, the student will be responsible to provide to the instructor of record: 1. The employer written evaluation; 2. A signed statement of number of hours worked – signed by both the employer and the student; and 3. A written paper about the internship (the paper shall not be any longer than 4 pages and details of the assignment are provided below).

Grading:
Grading of the internship will be based upon the professional behavior and academic success of the student which includes:
1. Professional attendance of all required meetings prior to internship (a 10 point deduction for every meeting missed or late arrival/early exit)
2. Timeliness of all documentation requirements (a 10 point deduction for every 24 hour late)
3. Fulfilling the minimum work hours (If you are released from your job “for cause” the resulting grade for the class will be an F)
4. The written evaluation from employer
5. The written paper (10 point deduction for every 24 hours late).
Course grades will be determined as follows:

- Attendance at required meetings: 10%
- Meeting documentation deadlines: 10%
- Fulfilling required work hours: 10%
- Written Evaluation from employer: 30%
- Final Written Paper: 40%

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% and above</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89.99%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79.99%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 69.99%</td>
</tr>
</tbody>
</table>

**Final Written Report**

Upon completing the internship, students must complete a written report, which discusses their internship experience. The written report should consist of a brief introduction about the firm itself. The next section should consist of a descriptive summary of the duties performed and responsibilities assumed by the student during his or her internship assignment. The remainder of the paper, the most substantial part of the paper, should consist of a discussion about what the student has learned as a result of the internship experience and elaborate on how the experience has enhanced the student’s education. One important aspect of the written report is that the student must specifically relate his or her internship experience to the list of Student Learning Outcomes appearing in this syllabus.

The written paper will be graded for grammar, flow and clear articulation of the critical thinking required to relate the internship experience to the learning outcomes. The paper shall not exceed four pages. The page requirement will require the student to write in a precise and concise manner.

**Academic Integrity Policy:**

Each student is expected to complete all requirements of this course in all respects in conformity with UNCG’s Academic Integrity Policy.

You are expected to understand what plagiarism is and not plagiarize any part of any assignment that you hand in to me. I will be checking each paper for plagiarism. If you are unclear on what constitutes plagiarism, see me immediately.

Please read the Academic Integrity Policy at the following link: [http://academicintegrity.uncg.edu/complete/](http://academicintegrity.uncg.edu/complete/)
Violations of this policy will be strictly enforced. I will pursue the strongest penalty allowed for any violation.

For further Faculty and Student Guidelines, please see: 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:

SUMMARY COMMENTS:
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 accompany and build relationship, adding to your networks.

- The instructor of record will not have posted office hours, but will be available for meetings as requested. The best contact method is through email.
- Please note that all research and work completed for the company is owned by the company and should be treated as proprietary and confidential.
- If you experience problems during your internship, we recommend talking through those problems with your supervisor and/or, if necessary, bring them to the attention of the instructor of record. Please address any problems as soon as they arise.

Extra Credit:
There are no opportunities for extra credit in this class