# SIUe

**Management Internship**
**Management 488**

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## Purpose

To integrate academic content into an internship experience along with exploring a specific company's operations and a specific career field.

## Course Description

Individualized learning experience designed to connect student classroom learning to professional employment setting. Provides practical experience in the Management field to provide application of theory to actual problems in a non-classroom situation. Minimum 120 hours of on-site work. This course is graded as Pass or No Credit. No letter grades are awarded for this course.

## Course Goals

- To increase knowledge about a company and a specific career field in management.
- To apply management concepts and theories to real-world decision making.
- To develop and improve management skills in communication and teamwork.
- To meet professional role models and mentors who can provide guidance, feedback and support.
- To develop a solid work ethic and professionalism.

## Course Prerequisite

Declared Management, Entrepreneurship, Human Resource Management, or International Business specialization and consent of the instructor.

## Contact Hours/Individualized Learning Format

(Non-traditional Instructional Method)

Because this is a three-credit hour course, at least 45 academic contact hours are required. This will be accomplished through at least 120 hours at the internship site along with the requirements described below. Due to the unique needs and perspectives of each student, the Individualized Learning Format of this course may

result is some students spending more time than the minimum number of hours indicated to complete the course requirements.

**Textbooks**

There are no textbooks required for this course.

**Evaluation**

The grade you earn for this course will be Pass/No Credit.

**How to enroll:**

1. Secure an internship position.
2. Report Experience in Cougar Jobline for supervisor approval.
3. Request the Internship Approval Form from the Internship Coordinator and submit (either via email or in-person) to the Internship Coordinator.
4. The Internship Approval Form will be reviewed by faculty representatives to ensure compliance with academic program learning outcomes.
5. If approved, the Internship Coordinator will notify student of approval and assist the student to complete the enrollment process.

**Administrative Activities:**

1. Complete Student Pre-Evaluation (link in Cougar Jobline)
2. Complete Risk Assumption (link in Cougar Jobline)
3. Complete mid-semester check-in with Internship Coordinator
4. Complete Student Post-Evaluation (link in Cougar Jobline)

**Course Requirements**

Successfully complete the following Course Requirements to earn a grade of Pass. Students not successfully completing these requirements earn No Credit. At least 120 hours must be completed at the internship company.

**Final Written Reflection Report**

To be submitted through BlackBoard for the course. Deadline is in BlackBoard.

**Task**: Reflect on your entire experience in the internship and submit a Final Written Reflection Report (eight to ten pages) addressing the following items:

**Company Knowledge** - During your internship discover as much as you can about the company for which you are working. Explore their public website as well as news articles and any other materials you identify to discover their mission, their domestic and international markets, their goals/strategies, and any other relevant information you need to know about their operations.

**Career Knowledge** - During your internship discover as much as you can about the career field in which you are working. Utilize any method of discovery including reliable internet sources, personal interviews, and readings that you have identified. Explore the career field by using your individual interactions with your supervisor and other company representatives. Who have you met during your internship? Describe the career advice and professional mentoring which you have received.

**Connections between Internship and Management Coursework** - During your internship think about what you have learned in formal education settings (the classroom) and then make connections between your formal education and what you have learned in your internship. What have you integrated from your formal education into your internship experience? Discuss what management skills you have used and describe how those have developed during your internship.

**Overall Learning and Impressions from your Internship** - Describe and evaluate your work experience as it relates to management, giving examples. In what ways was this assignment particularly beneficial to your individual development? What did you like best about the whole experience and why? What did you like the least and why? If you were to go through the same experience again, what would you like to do differently and why? Consider both the positive and negative factors within the environment and assignment as related to your individual academic and professional career development. What suggestions can you make that would improve this Co-op/Internship experience for student or improve the Co-op /Internship Program in general?

**Final Administrative Items**.
Deadline will be in BlackBoard.
- Complete the Student Post-Evaluation (link in Cougar Jobline).
- Internship supervisor must complete Employer Evaluation.

There are two acceptable ways a supervisor can provide the Instructor of GBA 488 their evaluation of the intern's work:
- By completing the online Employer Evaluation. Student can share this link through Cougar Jobline.
- By requesting a paper version of the Employer Evaluation from the Internship Coordinator and directly mailing the evaluation form in a sealed envelope bearing company logo. The supervisor must sign the evaluation form.

    The address is: Business Student Services: Internship Coordinator, Box 1186, School of Business, Southern Illinois University – Edwardsville, Edwardsville, IL 62026

The supervisor evaluation is due on the Friday before finals week. Failure to supply this document will result in a grade of incomplete. Students will then have to discuss alternatives with the Internship Coordinator.

**Reflection Paper Guidance**

**Purpose**:  A reflection paper is a personal response (in the form of a written essay) to an activity, reading or specific questions about a topic or theme. Through the reflection paper you are encouraged to convey your own observations, experiences and learning as guided by the questions posed in the assignments.

**Format**: Reflection papers should be written in a professional manner. The essay should be formatted within these guidelines:

- APA style (see the [Purdue Online Writing Lab](#)).
- Times New Roman, 12-point font, one-inch margins.
- Title Page which includes student name, student id number, date and activity on which you are reflecting (see APA style).
- Body of the paper is double-spaced with the beginning of each paragraph indented (1/2 inch) (see APA style).
- A minimum of 6 references.
- Length - at least 8 to 10 pages.

**Fatal Error Policy**

Formal written work in this course is expected to conform to professional business standards.  The term fatal error refers to technical errors in language and errors of form.  As business students, you must practice professional standards of writing.  The School of Business has developed the Fatal Error Policy which applies to all written assignments completed out of class. The fatal error policy can be viewed on the School website at (https://www.siue.edu/business/advisement/policies_forms.shtml#fep)

The following "fatal error policy" will be used in this course:  Cases or writing assignments with more than three (3) fatal errors on any one page or seven (7) or more in the entire document are unacceptable and the paper will be returned for corrections.

One way of avoiding some of these errors is to pay careful attention to what you write.  Another way is to use spelling and grammar software (available in our computer and writing labs); these programs will detect some kinds of fatal errors, but not others.  *Another way is to make sure you have someone else help proof your document* (your fellow students or team members can help here).  Another way is to write a draft then edit it into a final product well before it is due; this allows you to do a careful final check.  Another way is to take advantage of the assistance available in the Writing Lab (https://www.siue.edu/lss/writing/index.shtml). In the end, you are responsible for producing a document that meets acceptable standards of writing.

**Reflection Paper Content**

- Review the assignment for content prompt(s) and construct your paper around those questions (headings are an important component of APA style).
- Reflect on and explain (in an essay) your personal experiences of the activity.
- Add any related material which you find informative about the particular topic on which you are asked to write.

**Submitting Reflection Papers**
- You will submit your papers via BlackBoard for this course.
- Before you submit, proofread for grammar, syntax, style, choice of words, content, etc. (see Fatal Error Policy above).
- Poorly written reflection papers will be followed up with a request for you to re- write the paper before credit is awarded for the paper.

**School of Business Code of Professionalism**

The faculty of the School of Business has adopted a Code of Professionalism, which we expect all of our students (as well as ourselves) to honor:

"Faculty, staff, and students in the School of Business at Southern Illinois University Edwardsville shall contribute to a culture of integrity and professionalism. Our School's culture encourages behaviors expected of educated and self-disciplined individuals. These behaviors include:

- being honest.
- being reliable and prepared.
- being responsible for one's own actions and decisions; and
- being respectful of all individuals."

As this code indicates, academic integrity is a central value of the School of Business. Thus, all forms of academic misconduct (including plagiarism) will not be tolerated and have consequences. University policies on academic misconduct are discussed in the Student Academic Code, which can be accessed at: http://www.siue.edu/policies/3c2.shtml

**Accommodations**

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at myaccess@siue.edu or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at www.siue.edu/access

**Statement on Diversity**

All societies and peoples have contributed to the rich mix of contemporary humanity. To achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity and inclusion by committing to:

- Nurturing an open, respectful, and welcoming climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.
- Committing to education that explores the historic significance of diversity to understand the present and to better enable our community to engage the future.
- Striving for a student body and a workforce that is both diverse and inclusive.

The Office of Institutional Diversity and Inclusion website https://www.siue.edu/institutional-diversity-and-inclusion/.

## Commitment to an Accessible Campus Community

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## Statement on Mental Health Support

As a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. SIUE services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Counseling Services website: www.siue.edu/counseling.