Instructor | Email | Telephone | Office | Office Hours
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Ms. Corey Henderson | chende33@uncc.edu | 704.687.0245 | Friday 147 | By Appointment Only

**CLASS MEETINGS:** There will be two required face-to-face class meetings for this course. The first class meeting will be offered at multiple times. You may select one class time that best fits your schedule. You need to register for the class time through Moodle as soon as possible and no later than August 19, 2013, 5:00 pm.

The second required individual meeting with the instructor will be during the weeks of **November 18, 2012 – December 5, 2013** to discuss your internship experience and Internship Portfolio. The instructor will follow up with directions during the semester on how to schedule your final appointment.

**COURSE DESCRIPTION:** ECON 3400, ENTR 4102, FINN 3800, IBUS 3400, INFO 3400, MGMT 3400 and OPER 3400 (3) Prerequisite: Belk College of Business Junior or Senior in good standing with a declared major in Economics, Finance, International Business, Management, Management Information Systems or Operations & Supply Chain Management or be enrolled in the Entrepreneurship Certificate program. The internship is an opportunity for students to earn academic credit while applying theoretical and course-based practical learning in a supervised industry experience. The student must work 150 supervised hours to earn three hours of credit.

**MATERIALS:** There is no required text for this course.

**OBJECTIVES:** The objectives of this course are to:
- Gain practical work experience within a business environment
- Apply classroom knowledge within a business setting
- Increase knowledge of industry functions associated with major
- Begin building a professional network and identify possible mentors
- Further identify and clarify personal and professional career goals

**ATTENDANCE:** You are required to attend the initial class meeting in August and an individual meeting with the instructor during the weeks outlined above in November and December. Requirements are outlined above in the Class Meetings section. Additionally, you are required to honor the work schedule set forth and agreed upon by you and the employer. It is very important for you to demonstrate punctuality during your internship experience.
SUPERVISOR RESPONSIBILITIES: Your onsite supervisor is required to complete an evaluation of your work performance. The supervisor should provide you adequate guidance and training during the internship. The purpose of the evaluation is to provide an opportunity for open communication about performance expectations and feedback. It is the responsibility of your supervisor to create an ethical work environment for you to learn and grow professionally.

The employer evaluation is due by Friday, Nov. 22. It is your responsibility to follow up with your supervisor to ensure that the evaluation is completed on time. Your supervisor is required to email the evaluation to the instructor by the due date.

ASSIGNMENTS: You are required to complete an Internship Portfolio. Content details and due dates are outlined below. You will submit all assignments to Moodle by the indicated deadline.

Internship Portfolio Content:
Assignment 1: Initial Internship Report (Due by Friday, Sept. 6, 5:00 pm) – The purpose of this report is to help you manage the expectations for your internship and identify goals you’d like to accomplish during the experience. The report paper should be 2-3 typed pages, double-spaced, 1 inch margins in 12 point font.

The paper should include the following:
- Outline work goals and objectives agreed upon by you and your supervisor. What job duties and special projects will you be assigned? Include a specific job description of the work you will be completing.
- Outline new professional skills you plan to gain and what you intend to learn from the internship experience. What work related strengths do you currently possess that you plan to capitalize on during your internship?

Assignment 2: Organizational Report (Due by Friday, Oct. 4, 5:00 pm) – The purpose of this report is to network with colleagues and learn about career opportunities within the organization as well as how the company is structured and manages employees. The report paper should be 2-3 typed pages, double-spaced, 1 inch margins in 12 point font.

The paper should address the following topics:
- Complete an informational interview of at least two colleagues (see Moodle for handout on informational interviewing). Utilize the informational interviewing guide to prepare questions. You want to learn about more than just their daily responsibilities. The paper should contain a summary of these interviews including highlights from the interviews as well as insightful information you acquire during the interview.
- Leadership Style - How does this organization manage its employees? Describe your supervisor’s leadership style. What are the pros and cons of this style?

Assignment 3: Internship Synopsis Report (Due by Wednesday, November 6, 5:00 pm) – The purpose of this assignment is to review initial goals and objectives set forth at the beginning of the internship to evaluate your overall experience. The report paper should be 2-3 typed pages, double-spaced, 1 inch margins in 12 point font.
The final report should include the following:

- Analysis of specific skills and knowledge acquired as well as work completed during the internship (use Assignment 1 to review goals and objectives).
- Include specific accomplishments/contributions.
- Discuss the impact the internship experience has had on your personal and professional career goals.

**Assignment 4: Hour Verification Form (Due by Wednesday, November 6, 5:00 pm)** – You are required to track all hours worked on the hour verification form that can be found on Moodle. Your supervisor is required to sign each sheet approving hours worked. Turn in all hour verification forms when you submit your final assignments to complete your Internship Portfolio. If you have not completed 150 hours by Nov. 6, email any outstanding hour verification forms directly to the instructor immediately upon completion.

**Assignment 5: Updated Resume (Due by Wednesday, November 6, 5:00 pm)** – A copy of your updated resume to include this internship position under relevant work experience.

**Assignment 6: Supervisor Thank You Letter (Due by Wednesday, November 6, 5:00 pm)** – Write a formal thank you letter to your onsite supervisor. The letter should thank your supervisor for providing guidance to you throughout your internship and for the opportunity. Do not give the thank you letter to your supervisor until your instructor has reviewed it.

**Assignment 7: Intern Evaluation (Due by Wednesday, November 6, 5:00 pm)** – Complete a confidential evaluation of your internship experience. The student evaluation can be found on Moodle. You will have the opportunity to evaluate your supervisor and the company where you worked.

Assignments 3 – 7 of your Internship Portfolio are due by Wednesday, Nov. 6, 5:00 pm. Submit all documents to Moodle.

**GRADING:** The course is graded on the scale below. Your onsite supervisor will be completing an evaluation of your work performance that will be included in your final grade.

<table>
<thead>
<tr>
<th>Portfolio Assignments 1-7</th>
<th>70 %</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Employer Evaluation</td>
<td>10</td>
<td>A = 90 – 100 %</td>
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<tr>
<td>Attendance</td>
<td>20</td>
<td>B = 80 – 89 %</td>
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<td></td>
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<td>C = 70 – 79 %</td>
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<td>D = 60 – 69 %</td>
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<td>F = 0 – 50 %</td>
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**Grading Scale**
- A = 90 – 100 %
- B = 80 – 89 %
- C = 70 – 79 %
- D = 60 – 69 %
- F = 0 – 50 %

**Grading Rubric:** Assignments 1 -3 will be graded using the following rubric.

**Organization** – Is the writing clear and easy to follow? Does it have a centralized theme? Does one idea flow smoothly to the next? Is the information successfully integrated to express the required content?

**Fact Gathering** (if applicable) – Does the assignment employ appropriate information or facts? Is it evident that the assignment is well researched?

**Personal Thoughts** (if applicable) – Are the personal thoughts/opinions of the writer easy to discern? Does the writer express a firm opinion along with supporting reasons?
Grammar – Is the spelling, punctuation grammar accurate? Is the sentence structured varied?

Presentation – Is the assignment neatly typed according to required specifications?

Overall Content – Does the content fulfill all requirements of the assignment? Does it demonstrate understanding of topic and related concepts? Is the assignment well written? Does the assignment demonstrate full potential?

HONOR CODE: Students are expected to abide by the “UNC Charlotte Code of Academic Integrity” as described in the UNC Charlotte Undergraduate Catalog. Students found in violation may be subject to failure of an assignment, exam, and/or the course.

DISABILITY SERVICES: Students in this course seeking accommodations for disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

DIVERSITY STATEMENT: The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

SYLLABUS MODIFICATION: The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be sent by email notice.

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<thead>
<tr>
<th></th>
<th>POOR</th>
<th>ACCEPTABLE</th>
<th>EXCELLENT</th>
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<tbody>
<tr>
<td>CONTENT</td>
<td>Topic is poorly developed, with supporting details that are absent or vague. Trite ideas and/or unclear wording reflect a lack of understanding of topic.</td>
<td>Topic is evident with some supporting details; generally meets requirements of assignment.</td>
<td>Topic is well developed, effectively supported and appropriate for the assignment. Effective thinking is clearly and creatively expressed.</td>
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<td>1-2</td>
<td>3-4</td>
<td>5</td>
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<tr>
<td>ORGANIZATION</td>
<td>Writing is rambling and unfocused, with main theme and supporting details presented in a disorganized, unrelated way.</td>
<td>Writing demonstrates some grasp of organization, with a discernible theme and supporting details.</td>
<td>Writing is clearly organized around a central theme. Each paragraph is clear and relates to the others in a well-planned framework.</td>
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**NOTE: Students must achieve at least a 3 in each area to demonstrate proficiency.**
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<th>DATE</th>
<th>ASSIGNMENT(S) DUE</th>
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| **Weeks 1 – 2:**  
8/19/13 – 8/30/12 | Required Class Meeting – Sign up through Moodle by August 19, 2013, 5:00 pm for a class time. |
| **Week 3:**  
9/2/13 – 9/6/13 | Assignment 1: Initial Internship Report. *Must be submitted through Moodle by Friday, Sept. 6, 5:00 pm.* |
| **Week 7:**  
9/30/13 – 10/4/13 | Assignment 2: Organizational Report. *Must be submitted through Moodle by Friday, Oct. 4, 5:00 pm.* |
| **Week 12:**  
11/4/13 – 11/6/13 | Assignments 3 – 7: Remaining Internship Portfolio items. *Must be submitted through Moodle2 by Wednesday, Nov. 6, 5:00 pm.* |
| **Weeks 14 – 16:**  
11/18/13 – 12/5/13 | Required individual appointment with instructor during these weeks.  
**Employer evaluation due by Friday, Nov. 22.** |