



BU 4600 – Business Internships
Plymouth State University – CISabroad
Internships for Credit

Course Description:

This course is designed to give students meaningful hands on experience in the field of Business by applying the knowledge and skills learned in course work to on the job assignments and responsibilities at the host organization. The final grade for the course will take into account participation, learning, thoroughness and quality of assignments, and supervisor feedback. Participants are able to earn 3, 6, 9, or 12 credits

Expected Learning Outcomes:

- Students will gain an understanding of how their in-class work and learning can be applied to real jobs in the working world.
- Students will develop strong cross-cultural communication skills and learn how to succeed within the local work culture.
- Students will add to their already established skillset and develop further skills in their area of work
- Students will show an ability to synthesize their overseas internship experience, showing what they learned, gained, and developed while abroad in the essay assignments.

Course Requirements:

To be eligible for the Business Internship Course, a participant must have at least 60 credits (approximately 2 years of university), a GPA of 2.5 or higher, and must be a business major or minor.

Course Plan:

Participants will be required to complete a Pre-Departure Paper (3 page minimum) that explains the purpose, goals, objectives, and expected outcomes of the internship. Specifically, the participant will list at least 5 goals relating to personal or professional development and will also explain why he or she believes that these particular goals are important for his/her future success.

Three Guided Internship Journals Entries are required to complete the course. These entries will include short readings on the subject and ask students to reflect on three key areas of the internship experience: Reconciling expectations with reality; Internship learning and closure; and Re-entry and practical application. The Journal entries are due throughout the internship program.

Course participants will complete an online Mid-Term Self-Evaluation that critiques their progression towards their goals and assesses their learning.



For the final project, students must write a 6-8 page culminating essay that will ask students to think critically about their internship experience, whether or not their goals and objectives were reached, and if this experience changed their future plans and goals. In addition, as part of the final project, students will record a video about their internship experience and what they learned.

Grading/Scoring/Methodology:

Students will be graded based on the following numerical breakdown: A = 90% or higher, B = 80% or higher, C = 70% or higher, D = 60% of higher, F = 59% or lower.

The Pre-Departure Paper, journal assignments, self-evaluations, and Final Essay will be assessed based on the Scoring Rubric.

The participant’s supervisor will be required to fill out a mid-term and final evaluation. This evaluation will be used to confirm the number of hours worked as well as the participant’s contribution and participation at the internship.

Late assignments: Any assignment turned in late may be deducted 10% of the total number of points possible. If the assignment is over one week late, 25% of the total number of points may be deducted. No points will be given for an assignment that is turned in more than 2 weeks late.

Grade Card

Assignment	Grade	Total points possible	Due Date
Pre-Departure Paper		15	One week after arrival
Journal #1		15	Mid Term
Journal #2		15	Mid Term
Mid Term Self-Evaluation		5	Mid Term
Mid Term Supervisor Evaluation		5	Mid Term
Journal #3		15	End of program
Final Supervisor Evaluation		5	End of program
Final Project (Essay and Video)		25	One week after program ends
Total		100	

A = 94 or higher, A- = 90 – 93, B+ = 87 – 89, B = 83 - 86, B- = 80 – 82, C+ = 77 – 79, C = 73 – 76, C- = 70 – 72, D+ = 67 – 69, D = 63 – 66, D- = 60 – 62, F = 59 or lower

Credit is given according to the number of hours worked:

- Minimum 120 contact hours for 3 credits
- Minimum 240 contact hours for 6 credits
- Minimum 360 contact hours for 9 credits
- Minimum 480 contact hours for 12 credits

Participants who do not complete the required number of hours at their internship will receive the lesser amount of credit.



Add/Drop Period and Withdrawal:

The first week of the program is an add/drop period in which participants can drop the credit bearing course with no academic penalty.

Participants will be able to withdraw from the credit bearing course up until the midterm assignments are due. A withdrawal before the midterm assignments are due will still result in a transcript, but with the grade of withdrawal. There is no option to withdraw after the midterm assignments are due.