

BU 4620 - Business Internship
Plymouth State University - CIS Abroad
Internship for Credit

Course Description:

Students gain work experience by applying knowledge and skills learned in courses to on-the-job assignments in host organizations. Internships are supervised with planned objectives and a prescribed number of on-site work hours for which academic credit is earned. Each internship credit represents min. 45 hours of work experience. Open to students who have completed courses relevant to the position and have demonstrated self-discipline, motivation, and academic success in their major. The final grade for the course will take into account participation, learning, thoroughness and quality of assignments, and supervisor feedback. Variable credit, 1 – 12 Credits. Graded Pass/No pass.

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, students must have met the following prerequisite(s): 1) have taken foundational coursework in business; 2) Junior or Senior standing, at least 60 credits (approximately 2 years of university), and 3) a minimum GPA of 2.75 or higher.

Course Plan:

Participants will be required to complete a Pre-Departure Paper (3 page minimum) that explains the purpose, goals, objectives, and anticipated 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 reflection papers are required to complete the course. These papers will ask students to reflect on key phases of the internship experience: arrival and settling in; reconciling expectations with reality as well as productivity and increased independence; and adaptation and closure. The reflection papers are due throughout the internship program:

- ❖ First paper: about a week or two into the internship period
- ❖ Second paper: about the mid-point of the internship period
- ❖ Third paper: about a week or two before the internship period ends

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 summative reflection that will ask students to think critically about their internship experience, whether or not their goals and objectives were reached, how their experience affected their academic, cultural, personal, and professional learning; and how this experience affected 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 = 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.

The Pre-departure paper, reflection papers, final video, and summative assessment 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 will be deducted 10% of the total number of points possible. If the assignment is more than one week late, 25% of the total number of points will be deducted. No points will be given for an assignment that is turned in more than 2 weeks late.

| Assignment | Grade | Total points possible | Due Date |
|--------------------------------|-------|-----------------------|---|
| Pre-Departure Paper | | 25 | One week prior to departure |
| Reflection Paper #1 | | 15 | A week or two into the internship |
| Reflection Paper #2 | | 20 | Mid Term, at the mid-point of the internship period |
| Mid Term Self-Evaluation | | CR/NCR | Mid Term |
| Mid Term Supervisor Evaluation | | CR/NCR | Mid Term |

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| Reflection Paper #3 | | 15 | A week or two before the internship period ends |
| Final Supervisor Evaluation | | CR/NCR | Conclusion of internship period |
| Final Project (Summative Reflection Paper (15) and Video (10)) | | 25 | Video to be presented to placement organization during final week of internship period and submitted to on-line portal; paper due within one week after internship ends |
| Total | | 100 | |

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.