

Syllabus

BUAD 401: Business Administration Internship

Duquesne University
Palumbo-Donahue School of Business Administration

Latest revision approved by the Undergraduate Studies Committee, August 8, 2018.

I. BUAD 401 COURSE DESCRIPTION

The Business Administration Internship provides the student with a professional work experience in an organizational environment. The internship is an extension of the curriculum and provides meaningful experience related to the student's area of concentration. The internship responsibilities must be approved in advance by a program coordinator. The student is supervised within the work setting and also by a faculty sponsor from the Palumbo-Donahue School of Business Administration. The student may earn from 1 to 6 credits for a particular internship. Grading is Pass-Fail.

Prerequisites:

- Minimum 2.5 overall QPA, or 2.75 GPA in one's major
- Minimum of 60 credits completed by time of internship (minimum junior status)
- Certain disciplines require completion of two courses in the major (check with your advisor)
- Transfer students must have completed a minimum of 15 credits at Duquesne University

Outcomes:

- A maximum of 6 internship credits can be earned and applied to the A.J. Palumbo School of Business Administration program or studies
- For those majors allowing an internship to count as an elective in the major, the number of internship credits is limited to three.

II. GENERAL OBJECTIVES

The primary objectives of the Business Administration Internship are:

1. To introduce the student to a typical work environment in his/her chosen field of study;
2. To provide first-hand organizational experience for the student which affords him/her the opportunity to assess organizational behavior and interpersonal communications;
3. To provide the student with an opportunity to assess the significance of a position in his/her discipline as it relates to the organization as a whole; To enhance the learning process beyond the foundation provided by coursework;
4. To enhance the student's interpersonal skills and develop a sense of professionalism in the work environment;
5. To give the student an opportunity to test, in an actual business setting, the principles and theories taught in the classroom and apply them in a business organization.

III. SPECIFIC COURSE OBJECTIVES

Upon completion of the Business Administration Internship, the student will:

1. Understand the performance expectations of various jobs related to the student's area of concentration;
2. Relate to "real-world" experience in an organizational setting;
3. Develop a sense of professionalism;
4. Develop a sense of business and work ethics;
5. Refine verbal and written communication skills and understand the importance of communications in the organizational setting;
6. Possess enhanced problem-solving abilities;
7. Develop an awareness of organizational behavior and management styles;
8. Possess improved critical thinking skills;
9. Enhance the learning experience beyond that provided in coursework; and
10. Enhance the overall understanding of the structure and workings of an organization.

IV. PROCEDURES

A. Work Time

1. Student may work part-time during the Fall and Spring semesters.
2. Maximum hours worked per week is 20. Note: Students not carrying a full-time schedule may work full-time during the fall and spring semesters. If, as is sometimes the case, a graduating senior has only two courses remaining, s/he can work full-time and schedule evening courses.
3. Student may work full-time during the summer (May-August).
4. A minimum of 40 hours per credit earned must be worked.

B. Work Ethics

The student applying for a Duquesne University Internship must subscribe to the following "Code of Ethics for Interns:"

"As a Duquesne University Intern, I realize that it is my responsibility to cooperate with my employer and to hold in professional confidence any information gained regarding the business of the firm, institution, or agency, and to refrain from using such information in an unethical manner. It is my further responsibility to maintain high personal standards and a willingness to learn on the job."

C. Site Development

The Center for Career Development will establish and maintain sites utilizing the following:

- Previously developed sites,
- Organizations which submit unsolicited information and/or requests for interns from Duquesne University,
- Sites developed by the internship coordinator and Center for Career Development staff,
- Sites sought by students,
- Referrals from faculty.

D. Application for an Internship

1. The Internship Office (CCD) maintains an online posting of internship opportunities (by semester, academic major) and internship registration materials.
2. When a student is interested in doing an internship, s/he must register on-line with the Center for Career Development. The "Student Internship Registration" requires the following information:
 - a. Completed profile.
 - b. Current Resume.
 - c. Authorization Form, to determine if the student meets the minimum requirements of the University and the department, completed and signed by academic advisor.
3. Students review the Internship Opportunities online and forward their resumes to employers for consideration of the internship position.
4. Students may elect to identify their own internship. In such cases, students must request that the employer provide complete contact information and the job description. Employer registration information must be approved by the internship coordinator for credit consideration.
5. The internship coordinator determines whether or not an internship is credit-worthy. Internships are not approved for credit when family members supervise the student nor when students work in businesses owned by family members.
6. Credit for an internship must be received within the semester in which the student does the internship.

F. Acceptance of an Internship

1. If the student is accepted by an organization and is interested in the internship/ s/he can then seek a faculty sponsor. If a student is unable to secure a faculty

sponsor, the School of Business program coordinator of the division of the student's area of concentration should be contacted for assistance. The program coordinator will then assign a sponsor using his/her system of assignment, or students may request a particular faculty sponsor, pending the approval of the program coordinator.

The faculty sponsor will determine what must be done to earn credit. (See Recommended Evaluation included in syllabus.)

The student must adhere to university policy and the particular policy of his/her school, in addition to the criteria established with her/her faculty sponsor.

2. Once the student and faculty sponsor have agreed on the terms of the internship, it should be formally established in a "Learning Contract." It is required that this contract be signed by the student, employing supervisor, faculty sponsor, program coordinator, internship coordinator, and academic advisor. A completed copy should be maintained by each. This establishes each party's commitment before the internship begins. The Learning Contract **MUST** be completed before an academic advisor will process the internship add/drop. The registration deadline for an internship is four weeks from the first day of classes.
3. The student must read, sign, and date the "Code of Professional and Ethical Conduct for Student Interns" and adhere to its requirements.
4. The student must enroll in BUAD 401: Business Administration Internship. Tuition is in accordance with University policy.

V. RECOMMENDED EVALUATION

The student will be evaluated based on his/her performance in the job situation. The sources of evaluation are the intern's immediate supervisor in the job environment and the intern's faculty sponsor. A weight of 60% will be assigned to the mid-term and final evaluations submitted by the immediate supervisor, and a weight of 40% will be assigned to the evaluation done by the faculty sponsor, or internship coordinator. Grading is on a Pass-Fail basis.

The student should submit regular updates to the faculty sponsor on his/her internship. The report should describe the work done, the progress made, and the problems encountered. The reports must also provide insights on the value (or non-value) of the particular internship assignment. The report must be sent or delivered to the faculty sponsor. Faculty sponsors may vary requirements as they choose, for example, by either meeting with the student bi-weekly, and/or having the student keep daily logs which are reviewed periodically by the faculty sponsor. It is not necessary to have the on-site supervisor review and sign these reports.

The student must also submit reflective paper prior to the end of the final examination period, with the content and length generally determined by the faculty sponsor. It likely will be between 5 and 10 pages long, commensurate with the number of credit hours received. This paper should summarize the learning experience provided by the internship. Additionally, it could address: 1) the area of assignment for the internship; 2) the significance of that area of responsibility as it relates to the sponsoring department and organization in general; and 3) management styles encountered and/or observed as well as organizational culture/behavior and interpersonal communications experiences. Again, the faculty sponsor will determine the specific requirements.

The student is required to complete a mid-term/self-evaluation and a final evaluation of the internship and forward them to the internship coordinator.

The immediate supervisor from the sponsoring organization is required to complete a mid-term evaluation as well as a final evaluation and forward them to the internship coordinator.

The faculty sponsor should visit the local internship site to meet with the immediate supervisor (or communicate electronically with long-distances sites) between mid-term and the end of the semester. Areas of concern can be discussed and measures to improve the intern's performance should be prescribed and agreed upon.