What is the Management Internship for Credit Program all about?
This is a unique course that allows you to explore a career path, learn valuable workplace skills, broaden your knowledge about a particular area of management, and give you the chance to apply your management knowledge. Unlike a part-time job or a non-credit internship that is not affiliated with Chico State, the internship for credit program grants you 3 units for having a field-based learning experience. The essence of the Internship for Credit Program is that you continue to learn as you work. To a large degree, the education you receive from the internship is up to you. It is based on the quality of the position you have found and the decisions you make once on the job (e.g., asking for certain opportunities). Since you are getting academic units, you are required to do some work above and beyond your normal working hours at the company. The main objective is that you have an educational experience; therefore, you are going to be asked to do some outside reading, write a paper or complete a project. These will be directly related to your internship position and should help you become a more intelligent manager in the particular field you are working. The internship for credit course can be taken one time and grants 3 units for successfully fulfilling this field-based learning experience.

Course Requirements
- High quality management internship – assigned duties should be comparable to an entry level management job as a minimum. For purposes of the academic side of the internship, students need to work at the site a minimum of 135 hours during the semester. Days and times need to be signed off by the student’s supervisor, through either a company form or the attached timesheet. This can be done on the same schedule as your workplace. At the end of the internship, please make sure your supervisor sends the time sheets and evaluation to me.
- Completed MGMT 303 (Survey of Management); having other management courses completed or being taken concurrently would be helpful in the learning experience
- GPA of 2.75 or higher (GPAs less than 2.75 may be considered, but must be justified and then approved by the Management internship coordinator and department chair.)

Communication
This will be a very independent, on-line course. That said, I am happy to talk with you as often as you like to discuss how your particular internship or paper is coming along. Please keep me informed about what you are doing at work and your progress on assignments. My email address is (TBD), or you can also feel free to call or text me at (TBD).
In addition to this informal communication, I will organize two meetings with each student to touch base, let me know how things are going, answer any questions you may have, help you manage any issues with your internship supervisor, and discuss your progress on assignments. I expect those meetings to take about 15 minutes each. Meetings will be scheduled at a mutually convenient time. Meeting participation will be graded on a pass/no pass basis. Failure to participate in your scheduled meetings will result in a five point reduction in your total course grade.

**Research Paper  70 points total**

As part of this course you are required to complete a major term paper. The point of the term paper is to provide you with an opportunity to demonstrate your ability to apply course concepts to the workplace. This paper can take a number of different forms, because every internship experience is different. However, I do offer you a few approaches you could think about.

1. One approach that seems to work for most students is the case study approach. With this approach, your internship essentially becomes a case study where you seek to apply a theory or concept you have learned in your coursework. If you use this approach, there is a typical format you can use to organize your paper. After a brief introduction, your first major section of the paper would introduce the theory that you are interested in. You would provide an overview of the theory, a description of how it is supposed to work, and report on other research that has been done about the theory. Then in the second major section of the paper you would describe how that theory actually applies to your internship experience. The third major section would then critique the theory based on how it played out in your workplace – did it apply? Did it work as it was supposed to? Should the theory be revised in any way?

So, for example, if you are interested in organizational politics, you could write about what is known about organizational politics, how politics can play out in organizations, what the effects of politics may be, and what organizations can do when faced with extremely political behaviors. Then you would report on the actual political behaviors you saw in your organization; perhaps things like who the major players were, how did things played out, what behaviors you observed, what interventions the organization tried or didn’t try but should have. Then in the final section you would write about the implications of your observations. Did everything you expected based on theory actually happen? If not, why? Do you think the theory has merit and was useful?

2. A second approach you can consider is taking on a major project for your internship and then writing it all up in a detailed professional report.

3. A third option would be an experimental design. For this option you would take on a current challenge the problem is facing, try to implement a solution, and see if it works.
Regardless of the option you choose, keep in mind that your goal is to show that you can bring together abstract concepts you have learned in school and apply them to the real world. It will require substantial outside reading, application of course concepts to your workplace, and extensive citations.

The term project will have two parts, a project proposal and the final research paper.

1. **Project Proposal 20 points** (Copy also goes to supervisor for feedback.)
   This is a brief (2-3 pages, typed, double-spaced) description of your term project with feedback from your supervisor included on the last page. The proposal should include the general outline that you intend to follow. It can be written in outline form or paragraph form. It should include some of the primary citations you intend to use in your final paper. Prior to submitting it, you should have also shared it with your supervisor for feedback. Be sure that his or her feedback is attached at the end of your paper.

2. **Final Research Paper 50 points** (Copy also goes to supervisor for feedback.)
   Papers should be 15-20 pages (12 point Times New Roman font, double spaced, 1-inch margins on all sides), demonstrate excellent application of course concepts to the workplace, and be well-researched and cited. Prior to submitting it, you should have also shared it with your supervisor for feedback. Be sure that his or her feedback is attached at the end of your paper.

**Reflection Paper 30 points**
The reflection paper provides you with an opportunity to consider your internship experience. In 3–5 pages (12 point Times New Roman font, double spaced, 1-inch margins on all sides), please address each of the bulleted questions below.

- What three primary things did you learn from your internship?
- Describe the value of the internship to your learning. What did you really get out of it?
- What courses did you find were most applicable to the position?
- How was the experience similar to or different than what you had learned in your courses?
- How did the experience differ from what you expected (good or bad)?
- What did you learn about business? About yourself? Reflect on your experience at the company. Think about what you truly learned from this internship experience.

**Grading**
This is a credit/no credit course. All assignments must be completed in a timely fashion and meet the requirements of each task as outlined in the syllabus. As with any course, late assignments, incomplete assignments, or poorly done assignments will count against the student’s grade and may lead to a grade of no credit. In addition, I will be getting feedback from your supervisor. Any indication of a lack of professionalism (e.g., coming late to work) or
poor work ethic (e.g., not completing tasks) will lead to not receiving credit for the course. Please type and proofread everything you turn into me.

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<tr>
<th>Participation in Meetings</th>
<th>Pass/No Pass</th>
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<tbody>
<tr>
<td>Project Proposal</td>
<td>20 pts</td>
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<tr>
<td>Final Research Paper</td>
<td>50 pts</td>
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<tr>
<td>Reflection Paper</td>
<td>30 pts</td>
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<td>Total</td>
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**Late Assignment Policy**
This course requires you to be independent and self-motivated, as there are no regularly scheduled classes. You need to be careful not to let things fall through the cracks. Make note of the due dates for each assignment. One of the primary reasons students don't pass this class is that they just don't get work to me in a timely fashion. I use a one strike rule. If you miss the due date for an assignment, shortly thereafter I will contact you. If I still don't get the assignment, or you miss another due date you will not pass the course. I don't want to be in the position of constantly reminding students that assignments are due and so have taken a firm stand on this issue. Be responsible and get work to me by the due date.

**Course Schedule**
TBD
Time Sheet and End of the Internship Feedback from Supervisor

If your organization does not have a formal way of tracking your time, you can use this time sheet. Similarly, if your organization does not have a formal performance evaluation process, you can use this form as well. Please keep in mind that I cannot process your grade until I have some sort of signed time sheet and supervisor evaluation.

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<tr>
<th>Day and Times Worked</th>
<th>Supervisor Signature and Date</th>
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End of Internship Evaluation
Internship Supervisor – Please provide a few comments about the intern’s sense of responsibility, reliability, and work ethic. Did the intern complete tasks in a professional manner? Please give me a quick sense how things went with this intern. Thank you for your time and energy supporting this intern!

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