

Sample Syllabus for School of Business Academic Internship Program

The School of Business Internship Program is designed to provide you with experiential learning opportunities in which you apply course concepts and skills in the area of business. It enables you to earn course credit. Internships can be paid or unpaid and internship credits and grades are at the discretion of the specific internship Faculty Advisor.

Contact Brandy Nelson, the Director of the Undergraduate Program with any questions.

Sample Internship Course Requirements & Deliverables

In addition to completing the experiential part of the internship, students must create a syllabus with a faculty member to reflect and establish the learning outcomes from the internship experience in order to earn the academic credit. Your faculty member may adapt this document to serve as the syllabus.

Suggested Evaluation Tools:

Evaluation Tool	Graded by:	Percent of Grade
1. Internship Role and Responsibilities	UConn Instructor	10%
2. Introspection and the Internship	UConn Instructor	10%
3. Business Internships Host Company Evaluation	Host Company Supervisor	25%
4. Additional Agreed Upon Activity with Instructor	UConn Instructor	35%
5. Host Company Analysis Presentation	UConn Instructor	20%
TOTAL		100%

GRADING. Grading is on a Satisfactory/Unsatisfactory basis. To receive a Satisfactory Grade, an Intern must score an 80% for the overall evaluation, and must not receive lower than an 80% on any individual assessment score.

Deliverable One	<p>INTERNSHIP ROLE AND RESPONSIBILITIES ASSIGNMENT.</p> <ul style="list-style-type: none"> Describe your role as an intern (department/reporting/responsibilities). Describe the role this job (or department) plays in the marketing/sales strategy of the host company. <p>DELIVERABLE: maximum 2 pages, 12 pt. font, 1 inch margins, double-spaced.</p>
Deliverable Two	<p>INTROSPECTION AND THE INTERNSHIP ASSIGNMENT.</p> <ul style="list-style-type: none"> Conduct a before/after analysis of your personal/professional skill set and the effect of the internship on your skill set. Are you interested in working for this company after graduation? Describe why or why not as related to training programs, entry level job opportunities, evaluation and promotion policies, corporate atmosphere.

	<ul style="list-style-type: none"> • Would you recommend this internship position to another UConn Student? Describe why or why not. <p>DELIVERABLE: maximum 2 pages, 1 inch margins, double-spaced.</p>
Deliverable Three	<p>HOST COMPANY ANALYSIS ASSIGNMENT</p> <p>The details of the type of analysis is determined between the student and the faculty advisor for the internship.</p> <p>DELIVERABLES: An electronic copy of a PowerPoint presentation to the UConn Instructor and Host Company by the due date (Assigned by Faculty Advisor).</p>
Deliverable Four	<p>Another Assignment pertinent to your major</p> <p>For instance, a 12-15 minute presentation of your market analysis, delivered to a Marketing Management, Professional Selling class, or at an internship report-out meeting, to be scheduled by your instructor during the first two weeks of the following semester.</p>
Deliverable Five	<p>HOST COMPANY'S EVALUATION OF STUDENT INTERN</p> <p>Your internship supervisor will provide input on your job performance using the intern evaluation form. YOU ARE RESPONSIBLE for getting the Business Internships Host Company Evaluation to your supervisor and ensuring it is submitted by the due date. Electronic submission only; submit to brandy.nelson@uconn.edu by the due date.</p>

DUE DATES:

- In general, **summer internships** run June-August, and students are required to complete the Introspection, Company Analysis and Host Company Evaluations by mid-August. Student presentations are usually conducted in mid-September.
- For the **Fall semester**, students complete their internship over the fall term (Aug-Dec), and are required to complete the Introspection, Company Analysis and Host Company Evaluations in January prior to the start of the Spring semester. There will also be required a student presentation scheduled during the semester (usually on a Friday).
- For **Winter Session** internships, the field work usually runs throughout the winter break, and students are expected to complete the Introspection, Company Analysis and Host Company Evaluations by February 1st. Student presentations are usually conducted in mid-February.
- For the **Spring semester**, students complete their internship over the spring term (Jan-May), and are required to complete the Introspection, Company Analysis and Host Company Evaluations in May to be Submitted by a date agreed upon with the faculty advisor. There will also be required a student presentation scheduled during the semester (usually on a Friday).

For questions about the process to earn credit, contact Brandy Nelson, the Director or Kelly Kennedy, the Associate Director of the Undergraduate Program.