



SAINT JOSEPH'S
UNIVERSITY

Spirit | Intellect | Purpose



HAUB SCHOOL OF BUSINESS
Department of Management
COMMON SYLLABUS

Course Number:

PROFESSOR:

Office:

Telephone:

E-Mail:

Office Hours:

COURSE DESCRIPTION:

The purpose of this internship is to provide the student with an opportunity to utilize the knowledge and skills acquired in previous class work in a “real world” setting under the tutelage of a faculty member. The student will interact with the administration and staff at the internship site and accomplish tasks as assigned by the internship coordinator.

COURSE OBJECTIVES:

The overall objective of this course is to bridge the gap between Management Theory and practice. Specifically:

1. To gain practical knowledge in being a part of a project based dynamic work environment.
2. To conduct independent research relevant to the successful completion of work projects.
3. To improve the student’s written communication skills through the submission of weekly reflection papers and a data based written project.
4. To integrate and analyze the practical experience with independent research and prior academic knowledge through the generation of a comprehensive final written project.

REQUIRED READING:

[Option One]

The student will conduct independent research to compile a list of readings relevant to the internship. In consultation with the instructor, a minimum of two published works will be selected to incorporate as integral parts of the weekly reflection log and final written project.

[Option Two]

List a textbook(s) that the student is required to read.

SUPPLEMENTAL READING: At the discretion of the instructor.

WEEKLY REFLECTIONS LOG:

The student will prepare a weekly reflection log in which he or she will record his or her experiences at the internship site, progress of independent research, and integration with academic management theory. The student will transmit the reflection logs to the professor electronically on a weekly basis via the Discussion Board function on the course's Blackboard web site. These reflections will comprise 20% of the student's grade.

The reflection log chronicles on a weekly basis the student's experiences at the internship site. These reports should be tied specifically to the readings selected for the internship. Outstanding logs will not merely summarize the student's work for the week. Rather, the student should apply and generalize the knowledge gleaned from the reading. Hence, the weekly reflection reports should consist of (a) what the company does with regard to a given Human Resource Management activity and (b) a critique and recommendation section based on learning from the text.

WEEKLY INTERACTION SESSIONS:

All of the students participating in the course are required to discuss weekly, or at an interval determined by the instructor, the commonalities of the internship experience that relate to the individual weekly reflection logs submitted by each student. The key issues for each meeting are developed by the instructor. Based upon the locations of the internship sites, the meetings may be conducted on-campus, electronically using tools such as the Blackboard Discussion Board, or a combination of on-site and off-site methods. The meetings will comprise 20% of the student's grade.

WRITTEN PROJECT:

The student shall submit a written project at the end of the internship. The project will require the student to research the goals and mission of the company sponsoring the internship, and identify the core competencies of both the firm and the division in which the student worked. The paper will (i) identify the work performed by the intern and how it fits with the goals/responsibilities of the department (ii) identify how the intern's work and the work of the department was connected to the mission of the firm; (iii) link the work performed by the intern to his or her educational experiences to date; and (iv) describe what the student learned from engaging in the internship experience, incorporating the student's independent research. The Written Project is worth 40% of the final grade.

SUPERVISOR EVALUATION:

The intern's supervisor will submit an evaluation of the student's performance at the internship site. The evaluation will comprise 20% of the final grade.

GRADING POLICY

The following table (adapted from the undergraduate catalog) shows the system of grades, with their grade point equivalent in parenthesis, used in this course:

A	(4.0)	Outstanding performance in all aspects of the course.
A-	(3.7)	Exceptional performance, but somewhat less than that rated as A
B+	(3.3)	
B	(3.0)	Very good; meritorious work; exceptional performance in several aspects.
B-	(2.7)	Good performance, but somewhat less than that rated as B
C+	(2.3)	
C	(2.0)	Fair performance in all aspects of the course.
C-	(1.7)	Fair performance overall, but below the level of expected competence in some areas
D+	(1.3)	
D	(1.0)	Passing; marginal work.
F	(0.0)	Failure; not evidencing significant grasp of subject matter or techniques.

The numeric translation of the letter grades in this course is:

A = 95 – 100; A- = 90 – 94; B+ = 87 – 89; B = 83 – 86; B- = 80-82; C+ = 77-79; C = 73 – 76; C- = 70-72; D+ = 65-69; D= 60-64; F = < 60

Written assignments and oral presentations not completed/submitted on time will be assessed a grade penalty.

COURSE POLICIES AND PROCEDURES

Students should be mindful of the University's administrative policies as described in the Undergraduate Course Catalog. Devote particular attention to the Academic Honesty Policy.

Reports received from the student's supervisor indicating a pattern of absence or tardiness at the internship location is considered cause for a grade penalty. This action is likely to be submission of an "FA" final course grade.

PLEASE NOTE THE OFFICIAL POLICY REGARDING STUDENT DISABILITIES

“For those who have or think that you may have a disability (psychological, learning, or physical), are encouraged to contact Services for Students with Disabilities, Room 113, Science Center, 610-660-1774 or 610-660-1620 as early as possible in the semester. Accommodations can only be given to student with current (within 3 years) documentation.”

The student is encouraged to discuss instructional (“reasonable academic adjustments”) and accommodation needs with the instructor and internship supervisor prior to the start of the course.