SYLLABUS EXAMPLE

ROOSEVELT UNIVERSITY
HELLER COLLEGE OF BUSINESS

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PROGRAM OBJECTIVE: To provide students with college credit for a quality work experience related to their academic program and in accordance with College educational guidelines.

LEARNING OBJECTIVES: There are many learning opportunities and benefits for doing internships that can add value to your education and help prepare you for the future.

Objectives can be:

- Gaining new know-how, abilities and skill sets.
- Developing insight to a profession, industry or business.
- Applying learned academic knowledge in actual business settings.
- Pursuing challenging goals and developing self confidence.
- Acquiring work experience that complements your degree.
- Exploring or affirming possible career aspirations.

Benefits can be:

- Improving employment opportunities or advancement.
- Obtaining academic credit for meaningful work experience.
- Enhancing your resume and providing for job references.

INTERNSHIP GUIDELINES: Accredited internship courses are offered to qualified undergraduate students of the Heller College of Business. ***However, internships are not pre-arranged and it is the student's responsibility to find their own internship***. Students should pursue internships that are both interesting and demonstrate a new quality learning experience. Therefore, it is important to evaluate how an internship fits in with your personal goals and the academic requirements for your major. For business students, ***internships can be considered as a regular elective or as a general elective***. ***Internships performed as a regular elective must relate to your major.*** Proactively planning your college program is important. Consult with your academic advisor and College Internship Supervisor early in the process for guidance. Guidelines, requirements and conditions for internships may change or be updated from time to time. Final approval as to which internships qualify for academic credit as well as limits for student participation is at the sole discretion of the Walter E. Heller College of Business.

GUIDELINES FOR INTERNATIONAL STUDENTS: International students are eligible to do internships in the United States in accordance with government regulations. Students should consult with the University Office of International Programs for Curricular Practical Training (CPT) requirements prior to registering for an internship.

STUDENT QUALIFICATIONS: Doing an accredited internship requires academic preparation and achievement. The minimum qualifications for students are as follows:

1. Students must be a Junior or Senior.
2. Students must be in good academic standing.
3. Students must have a cumulative grade point average of "C" or better and should have completed at least one course that is relevant to the internship with a grade of "C" or higher.

CREDIT AND WORK HOURS: A major benefit of internships is college credit being awarded for work experience. Single or multiple internships for credit are permissible under certain conditions. The following rules for credit apply:

1. Internships can be for one, two, three and six credits. No more than six credits can be applied to an undergraduate degree. No more than three credits can be used as a regular elective.
2. For credit, the ***minimum*** amount of work hours required is as follows:
    a. One credit (80 hours).
    b. Two credits (120 hours).
    c. Three credits (160 hours).
    d. Six credits (320 hours).
3. Commuting time, meal breaks, extracurricular activities and social functions do not count towards work hours.
4. Academic assignments are required in addition to work hours for semester credit.
5. Any student seeking multiple internships must show that succeeding internships are for new experiences or build on the knowledge or skills of prior ones.
6. **Note:** All accredited undergraduate internships are registered by the respective course number on an official college transcript and will apply as college credit toward graduation and a degree. Multiple internships use the same course number, but they are listed as separate courses on transcripts with additional credit granted.

DEADLINES FOR INTERNSHIP REGISTRATION: Internships should be pursued as early as possible in order to secure the internship itself and make sure that all appropriate pre-conditions are met for both the internship company and the College. It is the student's responsibility to meet all approval and submission deadlines. Remember, internships often begin early and sometimes even before the start of the semester. It is therefore advantageous to finalize and submit all paperwork as soon as possible to avoid delays or complications that might jeopardize approval for credit. In order to register for credit, all necessary paperwork for internship approval has to be completed with appropriate signatures and submitted to the Registrar **by the final day for permissible change of registration in the semester that the internship will be performed.**

PAY: Internships for credit can be paid or unpaid. Students are encouraged to seek internships based on the learning value and experience that they provide as a primary incentive. For paid internships, the University or College does not stipulate nor negotiate levels of compensation. Although internships are not limited based on compensation alone, certain forms or methods of payment may be prohibited. They are outlined next.

INTERNSHIP RESTRICTIONS: Students have substantial flexibility in finding and determining internships. Much depends on a student's interest, needs and career objectives. The College gives careful consideration to the student's educational needs and accredits internships based on the quality of new learning experiences. Consequently, certain parameters apply as follows:

1. Internships cannot be a continuation of previous or existing employment responsibilities, nor natural job promotions.
2. Internships are not allowed with companies owned or managed, fully or in part, by family members nor can internship positions be supervised, directly or indirectly, by family members.
3. Commission based internships (or similar compensation methods) are not allowed.
4. Internships involving direct payments from clients and customers to students are not allowed.
5. Internships at start-up companies are not allowed.
6. Internships at companies that have student ownership or promises of ownership to the students are not allowed.
7. Activities of an unethical or illegal nature are not permitted.
8. Credit is not allowed retroactively for internship experience.
9. Disclosure is required where Roosevelt University faculty, staff or their family have a significant financial or personal interest in an internship company.

PAPERWORK REQUIRED FOR INTERNSHIP APPROVAL: No internship will be approved for credit unless ***all*** of the following paperwork is completed:

1. ***Official Offer Letter***: This is from the company where the student is going to intern and is necessary before ***any*** other paperwork can be finalized. Offer letters must consist of the following:
    a. Written on official company letterhead.
    b. Signed by the on-site supervisor or other appropriate company official.
    c. States the number of work hours for which a student is interning.
    d. States whether the position is paid or unpaid.
    e. Includes the address where the student will be working.
    f. Indicates internship start and end dates.
    g. Lists the responsibilities that the student will be assigned.

2. ***Acknowledgement of Course Assignments and Grading:*** Signed by the student indicating understanding academic requirements for credit.

3. ***Individualized Section Registration Form:*** This is to be signed by the student and all appropriate college advisors/officials listed on the form.
    http://www.roosevelt.edu/Registrar/~/media/Files/pdfs/Registrar/IndividualSectionRegistration.ashx

4. ***Curricular Practical Training Approval Notice (CPT) Form:*** Only for international students. Contact the University Office of International Programs.
    See: http://www.roosevelt.edu/International.aspx
    http://www.roosevelt.edu/International/Employment/CPT.aspx

COURSE ASSIGNMENTS AND GRADING: For internship course credit, academic assignments are required in addition to completing the necessary work hours for the Semester. **Grading is Pass/Fail.** Credit is given based on accomplishing **all** of the assignments, by the specified due dates, and in a satisfactory manner. All assignments should be sent to the College Internship Supervisor by e-mail or Blackboard. Students are expected to adhere to all University and College policies including those relative to academic integrity (www.roosevelt.edu/plagiarism). Assignments are as follows:

1. ***Weekly Journals*:** Submit weekly journals indicating such information as job activity, new learning experiences and opportunities, application of skills and knowledge as well as perceptions, insights and issues about the business. Journals should be about one to two pages long and typed double space. **Journals are due on Monday following the week worked.**

2. ***Working Hours*:** Work and complete the minimum amount of hours specified in the syllabus for appropriate semester credit. **Weekly time sheets should be submitted indicating student work hours for the previous week.** ***A Final Time Sheet is due the Friday following the last class day of the semester indicating total hours worked at the internship.***

3. ***Internship Goals*:** Set three personal goals relative to the internship indicating desired accomplishments. **Goals are due no later than the end of the second week of the start of the internship.**

4. ***Final Paper:*** Propose, prepare and write a research paper on a subject relative to the internship that is between seven (7) to ten (10) pages long and double spaced. Cite relevant works and sources. This paper should integrate internship related knowledge with your academic education. It needs to be an original work of professional quality including being grammatically sound. **Proposals are due by the second week following the semester break. Paper is due no later than one week before the final class day of the Semester.**

5. ***Internship Evaluation*:** Submit a two (2) page written evaluation about your internship reflecting on the value that it had for you relative to your expectations and experiences, including potential relevance for future students. It should be written in a professional and grammatically correct manner. **Evaluation is due with the submission of the final paper.**

FINDING AN INTERNSHIP

Internships should be pursued as early as possible (usually in the preceding semester or earlier) in order to secure the internship itself and make sure that all appropriate pre-conditions are met for both the internship company and the College. This means that you must create the necessary tools and employ the appropriate search techniques to secure one in an effective way. Some suggestions are as follows:

1. You need a ***RESUME***. If you don't have one, you will need to create it. If you have one, look at how you can enhance it. Rarely can you get an internship (or job) without a resume. This is a key document that will be with you for the rest of your professional life. It needs to be a living document in your computer and a copy kept with you at all times.
2. Develop a ***COVER LETTER*** for potential companies explaining your desire to work for them. This is your way of personally conveying that you want to be part of their organization as well as presenting your key attributes.
3. When searching, focus on an interest that you have or knowledge that you want to utilize, test or develop. Think about what you would like to do or try.
4. Utilize all resources that you would normally use to find a job to help you find an internship. Consult all available media, literature and networking options. Use corporation, industry, educational, government and trade association web sites.
5. Use relationships. This is the best source for finding internships and jobs. Talk to people you know, friends, parents, fellow students, past interns, alumni, professors and anyone else you can think of. Don't be shy. Let everyone know that you want to do an internship because you never know where a lead will come from…or lead to.
6. Access Roosevelt University services such as the **Office of Career Development** at http://www.roosevelt.edu/career. The Office of Career Development can help with career information such as resume development, internship searches and interviewing techniques. For more information, contact the Chicago location at 312-341-3560. Maximize all college resources and the benefits that they provide.
7. Don't be afraid to step out of the box and try something unique or even pursue a dream. Many college internships are new and first time opportunities. This can be the best time in your life to experiment.
8. Remember: Most internships don't end up as future jobs, but they are great ways to help determine your future direction. Likewise, internships have low downside risk because they need not be continued. It is not like finding out you are trapped in a job that you discover you don't like.
9. If you get an interview, research the company as thoroughly as you can. It shows knowledge and preparation. Prepare questions that you will want to ask. Anticipate questions that they may ask.
10. When interviewing, be yourself, but be professional. How you act and look are important aspects of employment. When in doubt be conservative and formal in appearance and mannerisms, and in forms of communication.
11. HAVE FUN. Most internships are enjoyable as well as good learning experiences.