

# Jindal School of Management - Management Internship

Undergraduate Syllabus- ENTP 4V90

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## Faculty:

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## Course Pre-requisites, Co-requisites, and/or Other Restrictions

- Undergraduate students can earn up to 6 credit hours (maximum of 3 semesters per degree level) of Internship/Co-op credit towards graduation if elective credits are available on the student's degree plan.
  - Credit hours granted are based on minimum number of hours worked on internship. Students may enroll for fewer credit hours if desired.
    - 1 Credit Hour (80-159 work hours)
    - 2 Credit Hours (160-239 work hours)
    - 3 Credit Hours (240+ work hours)
- Students currently employed full-time seeking to obtain credit via the internship program need to receive PRIOR APPROVAL to enroll. A one-page document (signed by the supervisor) identifying the scope of a **new** learning project must be submitted to the academic program manager.
- Internship must be related to current major/program and degree level.

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## Student Learning Objectives

**Each internship experience will be unique. Across all internships, each student will:**

- 1) Apply academic knowledge gained from prior course work in a professional setting related to innovation and entrepreneurship.**
  - 2) Identify, document, and carry out performance objectives as mutually agreed with the employer.**
  - 3) Summarize the results of the internship activity, including tasks accomplished and lessons learned.**
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## Grading Policy

This is a credit/no credit course. To earn a pass for the class you must submit the last two items above by the last day of the semester to your program. Failure to turn in these items by the last day of regular class will result in a “no credit” grade.

**NO Deviations or Exceptions to the grading policy!**

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## Course Requirements -

1. **Work with your supervisor to develop a list of three-to-five specific goals & objectives during the first two weeks using the form at the back of this syllabus. Review the goals with your site supervisor at the company offering the internship and have them approved.** Submit the goals within the first 2 weeks of your internship: *Form must be signed by supervisor.*
2. **Prepare an Internship Poster or Final Paper due the last day of classes (see requirements in the section below).** The poster or paper needs to discuss how you applied prior academic knowledge to complete the assignments, what you accomplished during the internship, and what lessons you learned. (See items 1-3 above under student learning objectives).
3. **Complete evaluation forms through the Career Center.** (You and your supervisor will receive an email with a link to an online evaluation form. It is important for you and your supervisor to complete the online evaluation by the due date.)
4. **Participate in a site visit if requested by your instructor:** Your course instructor may schedule a brief visit with your supervisor (@ work location) during the semester to discuss your work experience. It is your responsibility to insure our office has the correct contact information, and to assist in arranging for a visit with your supervisor.

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## Internship Poster Specifications

### **Internship Class Final Project – Poster or Paper**

**Format for Final Submission:** Students and/or teams must prepare a standard research poster project or paper. Each poster should fit within dimensions of 36 inches high by 48 inches wide. The paper should be multiple pages and written in a professional manner. The poster or paper is due on the last day of classes for the semester. Upload your poster or paper to eLearning by the due date.

Students will find information on poster preparation at a number of sites on the web. For example, a search on “Research Poster Guidelines” returned the following items:

- <http://colinpurrington.com/tips/academic/posterdesign>
- The Newcastle University School of Chemical Engineering and Advanced Materials in the U.K. has a good website which reviews guidelines for both content and design.  
<http://lorien.ncl.ac.uk/ming/dept/tips/present/posters.htm>

The project can be an innovative application of management theory or techniques, the improvement of an existing application, or a solution to a problem in your internship. Students need to discuss the confidentiality of the work they have done for their specific company with their supervisor, and adjust their poster presentation to take that into account. Should your poster involve proprietary information, the name of the company can be changed. **The poster or paper needs to discuss how you applied your prior academic knowledge to complete the assignments, what you accomplished during the internship, and your lessons learned.**

You will be graded on the creativity and applicability of the idea or research, the completeness of the documentation on the submitted poster and the quality of the presentation and description of methods.

Internship posters or papers may be displayed following the semester they are completed. Exceptional posters may be included in our annual poster competition where recognition and prizes are awarded.

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## Course & Instructor Policies

1. Questions concerning the assignments should be directed to the course instructor via UT Dallas email or using the messaging system in eLearning.
2. If you experience any problems that require our assistance or if your internship ends suddenly for any reason, please contact your course instructor.
3. If you have any issues that might impact your completion of the requirements for this course, please contact your instructor immediately.
4. You are expected to have read the syllabus before your first day of employment.
5. You are expected to check your email and messages in eLearning regularly and promptly read all messages from your assigned faculty person.

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## Field Trip Policies (<http://provost.utdallas.edu/home/syllabus-policies>)

*Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information*

regarding these rules and regulations may be found at the website address [http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm). Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

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## **Student Conduct & Discipline**

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

***These descriptions and timelines are subject to change at the discretion of the instructor.***

**Now that you have read this syllabus, email your instructor and let them know that you understand and agree with the course expectations.**

**University of Texas at Dallas**

Student Goals Plan  
School of Management Internship/Co-op class

Student Name: \_\_\_\_\_ Phone (\_\_\_\_\_)\_\_\_\_\_ (H)

Semester: \_\_\_\_\_ No. of internship credit hours: \_\_\_\_\_

Email: \_\_\_\_\_ (\_\_\_\_\_)\_\_\_\_\_ (W)

Degree: \_\_\_\_\_ Grad Date: \_\_\_\_\_

Site Supervisor Name \_\_\_\_\_ Phone (\_\_\_\_\_)\_\_\_\_\_

Title: \_\_\_\_\_ email: \_\_\_\_\_

FAX \_\_\_\_\_

Work Site: \_\_\_\_\_  
(complete name of employer/company)

Location Address: \_\_\_\_\_  
Street City, State, Zip

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of hours to be worked each week:  
\_\_\_\_\_

**Student:**

1. After discussion with your supervisor, fill out the second page.
2. Obtain the required signature, indicating your supervisor's approval of your goals.
3. Submit two weeks after start date to your assigned faculty instructor.

I have reviewed the Goals and Objectives as stated on the following form. I agree to participate in a site visit this semester to discuss this student's work plan, and to complete a performance appraisal (form will be provided) at the conclusion of this semester.

\_\_\_\_\_  
Signature of Site Supervisor Date

\_\_\_\_\_  
Signature of Student Intern/Co-op Date

**University of Texas at Dallas**

**Co-op / Internship Goals/Objectives and Expectations for:**

Student \_\_\_\_\_

Employer \_\_\_\_\_

List at least 3 specific learning goals/objectives for the semester:

<b>Learning Goal:</b>	<b>Specific Objectives:</b>	<b>Number of Hours to be spent on objectives each week:</b>

	<b>Total hours/week</b>	
	<b>Number of weeks</b>	
	<b>Total number of hours <b>for the internship</b> (multiply hours per week * number of weeks)</b>	