Faculty: Dale Hockstra – Academic Dean
Mary Robins – Director of Career Services
Office Phone: Dr. Hockstra - 650-543-3822
Mary Robins – 650-543-3735
Office Email: Dr. Hockstra – dhockstra@menlo.edu
Mary Robins - mrobins@menlo.edu

Course Description:
Internships are intended as a work experience for upper division business students. Internships provide students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. The internship is a “job”, that is either paid or unpaid. Internship students do work that is similar, if not identical, to the kind of work that would be expected of an employee with a bachelor’s degree. Doing analysis, recommending decisions and communicating meaningful ideas should form the bulk of the work, although some low skill work (for example, data entry, making phone calls) can be a small part of the assignment.

Menlo College has adopted the internship definition recommend by the National Association of Colleges and Employers (NACE). Their criteria are as follows:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or do work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
- There is supervision by a professional with expertise and/or education in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

A Menlo College internship requires a faculty instructor and a workplace supervisor, both identified prior to the start of the internship. Similarly, the learning objectives, work schedule, work assignment(s), and academic assignments will be specified in advance. Obviously, exact work requirements will vary from placement to placement. Internship placements can be at a variety of organizations including larger mature firms, startups, small businesses, and not-for-profit organizations. The firms may be in the Silicon Valley but can also be geographically distant, especially for summer internships.
A minimum of eighty (80) hours of work over the course of the semester per unit of academic credit is required to receive academic credit. Most students will be taking either 3 units (240 work hours per semester) or 6 units (480 work hours per semester).

**Units:** 3 or 6 units. (A total of 6 units are required for graduation.)

**Prerequisites:** Junior standing and good academic standing (not on Probation). Some internships and/or employers may request the completion of specific curriculum as part of the application requirements.

**Learning Outcomes:**
Students will learn through hands-on experience on-site with an employer in the industry that they are interested in pursuing a career. Based on the job description provided by the employer, specific learning outcomes are determined by the student and the faculty supervisor and will be related to student’s individual field of study.

All interns will meet with their faculty supervisor during the first full week of the semester. Interns will complete the “Internship Learning Outcomes” form which will be approved by the faculty supervisor and the Internship Director. A minimum of three specific learning outcomes will be identified, and these will then underlie later course assignments.

**Course Requirements:**
Student interns must:
- Meet the work schedule agreed upon by the internship host company and the intern. For spring 2013 internships this usually involves part time work totaling about 16 hours (two days) per week. However, this may vary due to the individual employer and/or industry, and may include telecommuting and/or weekend hours.
- Meet the work requirements as stated in the job description agreed upon at the start of the internship between the employer and student in a timely and accurate manner.
- Complete of all academic assignments made by the faculty supervisor including regular Moodle assignments and contribution to discussion boards. Complete the final paper and submit it to the faculty supervisor by the due date.
- Ensure that the Employer Evaluation of Student Intern form is submitted to the faculty supervisor by due date.

**Academic Requirements and Schedule:**

<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Assignment/Due Date</th>
<th>Discussion/Due Date</th>
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<tbody>
<tr>
<td>Week 1-2/Jan. 9 – 18</td>
<td>Job &amp; Organization/Jan. 16</td>
<td>Discussion One/Jan. 18</td>
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<tr>
<td>Week 3-4/ Jan. 21 – Feb. 1</td>
<td>First Learning Report/ Jan. 30</td>
<td>Discussion Two/ Feb. 1</td>
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<td>Week 5-6/ Feb. 4 – 15</td>
<td>Information Sources/Feb. 13</td>
<td>Discussion Three/Feb. 15</td>
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<td>Week 7-8/ Feb. 18 – Mar. 1</td>
<td>Interview/Feb. 27</td>
<td>Discussion Four/Mar. 1</td>
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<td>Week 9-10/Mar. 4 – 22</td>
<td>Skills &amp; Concepts/Mar. 20</td>
<td>Discussion Five/ Mar. 22</td>
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<td>Week 11-12/ Mar. 25 – Apr. 5</td>
<td>Ethics/ Apr. 3</td>
<td>Discussion Six/ Apr. 5</td>
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<td>Week 13-14/Apr. 8 – 19</td>
<td>SWOT/Apr. 17</td>
<td>Discussion Seven/ Apr. 19</td>
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<tr>
<td>Week 15-16/Apr. 22 – May 1</td>
<td>Final Paper/May 1</td>
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Each of the seven assignments will consist of a 1 – 2 page essay on the assigned topic. The detailed topic assignments will be posted to Moodle, and the papers should be submitted through Moodle. Once the essays are posted, there will be a discussion question related to the essay topic which will require response by the listed due date. In general, essays are due every two weeks on Wednesdays, with the discussion response by Friday. Specific essay topics are subject to change.

In addition, each student must keep a journal of their work activity. For each day/session at work you should write down a brief summary of the work performed and any insights learned. This can be in a loose-leaf notebook, a journal, a computer file, etc. There is no rigid format. The main purpose of this journal is to provide insights and examples for the final paper.

At the end of the semester, each intern must submit a final paper. Details will be posted on Moodle. The paper will be 5 – 8 pages in length and include a number of elements.

**Evaluation Method/Grading:**
Internship performance will be evaluated based on fulfillment of the course requirements. Interns should insure that their seven assignments are written in a thoughtful, grammatically correct manner and submitted on time. The same holds true for the final paper. Additionally, the Employer Evaluation form should be submitted by the date specified.

Internship grades are granted on a credit/no credit (CR/NC) basis. Failure to complete the work or academic requirements may result in an NC grade.