The purpose of the course is to provide supervised work experience in business. To earn course credit, students must work a minimum of 135 hours in a clearly defined employment role. To qualify for this course a student must have an approved internship or work experience structure that has the student actively involved in some aspect of business management and not solely engaged in routine assignments such as filing or answering phones. It is expected that the student will be part of the operational or administrative flows of the firm, and, if at all possible, will have a project or report assigned on some aspect of the company that is delivered or presented to management at the conclusion of the summer. The instructor will discuss the student’s expected work structure and environment as part of the initial approval process for the course.

Note: It is not necessary for the actual internship employment to be scheduled entirely within the summer session in which BMGT 386 is scheduled. Once approved and registered for BMGT 386, you may begin your internship assignment anytime after the end of the spring semester. In this case you are required to submit your weekly journal entries (see requirements) even though the actual summer session in which you are registered has not yet commenced. Once you have reached the minimum 135 hours of employment you may conclude your journal and submit your final report and supervisor evaluation. However please remember, you cannot receive credit for the internship until you have officially registered for the course and completed all requirements of the registrar and the course.
Course Requirements:

**Register:** Submit via email hturner@rhsmith.umd.edu the required information as described in “Registering for BMGT 386” and **when approved, REGISTER for the course in Testudo.**

**Deliverables:**

- Term Paper and Weekly Journal (Due August 22, 2016) 66%
- Supervisor Evaluation (Due August 22, 2016) 34%

NO LATE PAPERS WILL BE ACCEPTED. IF YOUR PAPER IS NOT RECEIVED AS SPECIFIED ABOVE, YOU MAY RECEIVE AN "F" FOR THE COURSE.

There are no class meetings. All communication between the professor and the student and employer can be done via telephone, email and/or ELMS. Course information and assignments will be administered through ELMS. The Supervisor Evaluation form will be made available in ELMS.

**Weekly Journal:** You are required to keep a weekly journal detailing your experiences. At a minimum, this should provide a record of the dates and hours when you were engaged in internship activities, and a brief description of your job activities that day. It is strongly suggested that you also make some comments that relate to the final paper (see below) – this will provide valuable notes that can be compiled into your final paper. DO NOT procrastinate. Trying to compile the final paper from memory at the last minute is both inefficient and risky. Take 30 minutes a week and write your journal!

**Final Paper:** You must complete a 20-page paper (double-spaced, 12 point font, standard default margins). The required elements of the paper are as follows:

1) Briefly (one or two pages) introduce the company you worked for, its scope of business and area of industry operations, and area you worked in.

2) Discuss in detail your experiences as an intern. For example:
   a. What did you learn while on the job?
   b. What where your likes and dislikes about the industry and job duties?
   c. Did the experience shape your future interests?
   d. Your experience with your supervisor, colleagues, and customers or clients as appropriate
   e. What did you learn in terms of management processes? What was good or bad about the way the organization worked and how managers managed? How you would emulate or reject practices you observed in your own career as a manager or service provider?
   f. Summarize your overall experience, your personal feelings about it, and anything else you consider relevant (positive or negative)

3) How did you utilize course knowledge taught in BMGT courses? Carefully relate your work experience to material covered in previous courses.
4) What did you find missing in terms of your own business education and skill set?

5) Provide recommendations regarding the internship experience. What "words of wisdom" can you offer next year's intern?

Be frank and direct, and include positive as well as negative observations.

If you have any questions or issues at any point during the internship please contact me at through ELMS or at hturner@rhsmith.umd.edu. You may also call the number listed above and I will be happy to assist and advise you.