BMGT 386
General Business Internship
Summer 2020

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Course Purpose:

The purpose of the course is to provide supervised work experience in business. 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. Credit for the internship is variable, ranging from 3-6 internship credits, depending on how many hours you work. Credit is assigned as follows:

<table>
<thead>
<tr>
<th># Credits</th>
<th># Hours Worked</th>
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<tbody>
<tr>
<td>3</td>
<td>135</td>
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<tr>
<td>4</td>
<td>180</td>
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<tr>
<td>5</td>
<td>225</td>
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<td>6</td>
<td>270</td>
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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 any time after the end of the spring semester. Once you have reached the hours of employment associated with your level of internship credits, 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:

Registration: Submit via email (Hao Su – haosu@rhsmith.umd.edu) the required information as described in “How to Register for BMGT 386” and when approved, REGISTER for the course in Testudo.

Deliverables:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Journal Entries</td>
<td>30%</td>
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<tr>
<td>Analysis and Assessment Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td>40%</td>
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</tbody>
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NO LATE PAPERS WILL BE ACCEPTED. IF YOUR PAPER IS NOT RECEIVED AS SPECIFIED ABOVE, YOU MAY RECEIVE AN "F" FOR THE COURSE.

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

Journal Entries: You are required to keep a journal detailing your experiences and submit via ELMS every three weeks after beginning your employment. 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 throughout that day. It is strongly suggested that you also make some comments related 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 in your journal!

Analysis and Assessment Paper: You must complete a 15-25-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 were your likes and dislikes about the industry and job duties?
   c) Did the experience shape your future interests?
   d) How was your experience with your supervisor, colleagues, and customers or clients?
   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 that 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 that 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.

**Supervisor Evaluation:** This is your employer's chance to rate your performance on items such as punctuality, motivation, and ability to work with others. It also provides space for your advisor to leave additional comments and asks them to verify the total number of hours you worked. Your supervisor should fill it out at or near the end of your internship and then email or mail it to me. The form will be uploaded to ELMS.

If you have any questions or issues at any point during the internship, please contact your instructor.