

BMGT099 Internship Seminar

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Course Description

The BMGT099 Internship Seminar course is an opportunity for Smith School of Business Specialty Masters students on an F1 visa to gain business experience while receiving academic acknowledgement. This course is designed to allow students to make connections between their internship experiences, academic coursework, and career goals. All class assignments are designed to track internship progress and allow opportunities to reflect on professional growth. This zero-credit elective is offered through the Office of Career Services and qualifies as academic relevance for Curricular Practical Training (CPT). However, please note that **registration in this course does NOT guarantee CPT work authorization**. Authorization is granted by the Office of International Student and Scholars and Services (ISSS).

Learning Objectives

Specific learning objectives for students in BMGT099 include:

- Understanding the relationship of internship experience to major and/or intended career path
- Exploring career options
- Supporting and/or clarifying career goals based on internship experience
- Identifying and developing professional work skills
- Applying business concepts and practices from coursework and current business research to the workplace environment

Prerequisites

Prior approval from the Office of Career Services is required. To be approved for the internship seminar course, a student must:

- Be a Smith School specialty masters student;
- Be in good academic standing; GPA of 3.0 or higher;
- Submit an official offer letter and learning contract and
- Complete an internship Co-op Record.

Course Text/Readings: There are no required texts or readings for this course.

Course Communication

This course does not meet in person. The instructor will communicate with students via e-mail or Canvas regarding course activities and assignments. Students are responsible for ensuring they receive all e-mail

and Canvas communications. The Instructor is your first point of contact. Please use the contact information provided above; do NOT use the Canvas messaging system.

Course Assignments

Assignments for this course are intended to help students track their work and progress, as well as, reflect on learning and professional growth during the internship. The following table outlines required assignments and deadlines. All assignments should be submitted on Canvas. They will not be accepted via email (except when submitted by a supervisor). Full assignment descriptions and instructions will be available on Canvas.

Deadlines & Submission

ASSIGNMENT	SUBMISSION
Internship Work Log 75 hours REQUIRED	Canvas
Internship Reflection	Canvas
Employer Survey	Submitted by Supervisor via SurveyMonkey
LinkedIn Post	LinkedIn

Summary of Grading

Grading will be on a Satisfactory/Fail basis. Although this is a zero-credit course, a final grade will be reflected on your transcript. To obtain a grade of “Satisfactory,” the following requirements **MUST** be met:

- ❑ **Internship Work Log** –Students are required to keep track of the number of hours worked and tasks completed throughout the duration of their internship. **A minimum of 75 hours must be worked to receive credit for BMGT099.** For this assignment, maintain an accurate account of the number of hours worked and tasks completed. Students should include a brief description of activities, tasks, or projects for **EACH DAY**. Use as many forms needed to record all hours worked. **To receive a passing grade for this course, your work log MUST have an ORIGINAL signature from your supervisor.** Plan in advance for this assignment. It will be confirmed in the Employer Survey.

Grading Rubric:

- 30pts - Daily entries with substantive descriptions, supervisor's original signature
 - 20pts - Daily entries with minimal and repetitive descriptions, supervisor's original signature
 - 15pts - Weekly entries with substantive descriptions, supervisor's original signature
 - 10pts - Weekly entries with repetitive descriptions, supervisor's original signature
 - 0pts - No original supervisor signature
- ❑ **Internship Reflection** – The Internship Reflection is required to receive credit for the UNIV099/BMGT099 Internship Seminar course. **To receive a passing grade for this course, you MUST earn 50pts or higher on this assignment.** Reflect on your recent internship experience and provide a thoughtful response to **EACH** question. **Essay responses to questions 6-12 should be**

between 100-300 words. Incomplete or duplicate responses for multiple questions will not be accepted.

Grading Rubric:

- 60 points - complete quiz, substantive responses to questions 6-12 with a minimum of 100 words. (100-300 words required)
 - 5 points - deducted for each question (6-12) with less than 100 words. (100-300 words required)
- ❑ **Employer Survey** – Must be received by the deadline. The instructor will send out the survey and reminders. It is your responsibility to help with the follow-up to ensure it is completed on time.
- ❑ **LinkedIn Post** - Create a post on LinkedIn highlighting your internship experience, what you learned and identify a full-time position (title or responsibilities) you're interested in and how (and what) you plan to apply in that role.. Tag the company, the Smith School, and your supervisor (thank them in the post, they'll love it!).

Failure to complete any of these assignments by the deadline will result in a grade of "Fail." As a rule, no 'extra-credit' work will be offered, assigned, or accepted in consideration of improving the final grade or as a substitute for any of the course assignments. There will be no "curve" in determining final grades and rounding will not be used.

Schedule, Attire, and Reporting Responsibilities

Students should discuss attire, reporting responsibilities, and hours to be worked for the internship with their supervisor. Each of these areas should be understood by the student and agreed upon before the internship starts. Intern and supervisor expectations should be agreed to and listed in the learning contract. Time logs will be kept by the intern, approved by the employer, and submitted to the instructor at the mid-term and the end of the semester.

Policy of Academic Honesty and Integrity

In all class work and assignments, it is expected that students hold the highest personal and professional standards that reflect the objectives of the University of Maryland. The University's *Code of Academic Integrity* is designed to ensure that the principles of academic honesty and integrity are upheld. The Smith School does not tolerate academic dishonesty, and all students are expected to adhere to this Code. All acts of academic dishonesty will be dealt with in accordance with the provisions of this code. It is expected that students abide by the Honor Pledge: "*I pledge on my honor that I have not given or received any unauthorized assistance on this examination.*" It is in good practice and strongly encouraged for all students to include this written code with a signature on all assignments. Please visit the following website for more information on the University's Code of Academic Integrity: <http://shc.umd.edu/SHC/StudentAcademicDishonesty.aspx>

Students with Special Needs or Disabilities

Any student needing special accommodations for physical or learning disabilities should speak directly with the course coordinator so that appropriate arrangements may be made. Every effort will be made to provide equitable learning conditions for all students.