

<p>BUSINESS INTERNSHIP COORDINATOR (APPROVAL & REGISTRATION)</p>	<p>Lane T. Muranaka Brigham Young University-Idaho 269 Smith Building Rexburg, ID 83460-0810</p>	<p>Office: (208) 496-1477 Fax: (208) 496-6849 Email: muranakal@byui.edu</p>
<p>BUSINESS INTERNSHIP PROFESSOR (GRADING & EVALUATION)</p>	<p>Jason Scott Earl Brigham Young University-Idaho 231B Smith Building Rexburg, ID 83460-0800</p>	<p>Office: (208) 496-1427 Fax: (208) 496-5427 Email: jasonscottearl@byu.edu</p>
<p>APPROVAL & GRADING</p>	<p>Brother Muranaka does all advising and approves all business internship proposals. Internship approval is required before beginning internship. His office does all internship registration. Brother Earl does all grading and evaluation of internships. Direct assignment and grading questions to Jason Scott Earl at jasonscottearl@byu.edu.</p>	
<p>CREDITS</p>	<p>Variable credit. 1 credit hour required, 3 credit limit maximum. (90 hours per credit.)</p>	
<p>PREREQUISITES</p>	<p>Approval of the Internship Coordinator and employer.</p>	
<p>TEXT</p>	<p>Business 298 Internship Syllabus. The student is required to print this syllabus and refer to it while performing their internship. This syllabus can be found on I-Learn under each student's individual account once they are registered for the course.</p>	
<p>COURSE DESCRIPTION & OBJECTIVES</p>	<p>This course is designed to prepare and familiarize the student with an introductory business experience. Course aims to help students make the association between academics and the workplace at an elementary level—internalizing concepts. This course prepares the student to be better equipped and prepared for upper level courses and for the B398 Advanced Internship, which prepares the student for the workplace or graduate school.</p> <p>The B298 Introductory Internship <u>requires a minimum 20 hours per week for 7 weeks.</u> If registered for more than 1 credit, 90 hours per credit with still a minimum of 20 hours per week. This may be completed Fall, Winter, or Summer, on or off track, although the business management department prefers that this course be taken off track.. The objectives of this course are to:</p> <ul style="list-style-type: none"> ▪ Begin internship/career preparation earlier in the academic career map. ▪ Mentally become aware that business principles exist in various settings and companies, e.g., finance, marketing, supply chain, operations, etc surround the world in various environments. ▪ Become comfortable and versed in the job search and resume preparation. ▪ Use this internship position to learn as much as possible about the Company and determine whether or not this is a good fit for your future career. 	

<p><i>COURSE REGISTRATION PROCESS COURSE REGISTRATION PROCESS (CONTINUED)</i></p>	<ol style="list-style-type: none"> 1. Student completes the necessary department prerequisites. 2. Student finds an internship/job opportunity. 3. Student fills out an “Initial Internship Approval” form (available in 269 Smith). 4. Pre-internship interview with Internship Coordinator discussing “Initial Internship Approval” form and proposed internship. 5. Student takes “Initial Internship Approval” form to BYU-Idaho Internship Office (230 Kimball) along with any necessary exceptions documentation. 6. Student ensures employer registered online and signed “Master Internship Agreement” 7. BYU-Idaho Internship Office emails student “Student Internship Agreement.” 8. Student completes “Student Internship Agreement” by going online to YCareers. 9. Signed “Student Internship Agreement” is automatically emailed to the Coordinator. 10. Coordinator reviews, signs and gives final approval of internship on YCareers. 11. BYU-Idaho Internship Office registers student for internship.
<p><i>COURSE ASSIGNMENTS</i></p>	<ol style="list-style-type: none"> 1. <u>Evaluations.</u> Four evaluations are required for Business 298 and will be used in determining the student’s grade: Two Business Department evaluations and two Internship Office evaluations: <ol style="list-style-type: none"> A. <i>Evaluation 1: “Intern Self Midway Evaluation.”</i> This evaluation is to be submitted via fax to Brother Jason Scott Earl at (208) 496-5427 after the <u>conclusion of the third week</u> of the internship. B. <i>Evaluation 2: “Intern Supervisor Midway Evaluation.”</i> This evaluation is to be submitted via fax to Brother Jason Scott Earl at (208) 496-5427 after the <u>conclusion of the third week</u> of the internship. C. <i>Evaluation 3: “Internship Experience Evaluation—Student.”</i> This evaluation is sent to the student’s email account <u>two weeks prior to the internship ending date.</u> D. <i>Evaluation 4: “Internship Experience Evaluation—Experience Provider.”</i> This evaluation is sent to the intern’s supervisor via email <u>two weeks prior to the internship ending date.</u> 2. <u>Written Assignments.</u> One written assignment must be completed per credit hour to receive internship credit and a letter grade. The first written assignment is due midway through the internship (June 6th, 2008). <i>NOTE: Depending on the number of B298 internship credits you are registered for will determine the number of papers you have due. Every credit requires 1 paper per credit per assignment. For example, if you have signed up for 3 credits, you must submit 3 papers</i> for the midway assignment (June 10th) and 1 final written assignment by July 15th. All written assignments need to be submitted in I-Learn as a “Word” file.

*COURSE
ASSIGNMENTS
(CONTINUED)*

**1 CREDIT = 1
WRITTEN
ASSIGNMENT**

**2 CREDITS = 2
WRITTEN
ASSIGNMENTS**

**3 CREDITS = 3
WRITTEN
ASSIGNMENTS**

A. WRITTEN ASSIGNMENT #1: COMPANY CULTURE REPORT

DUE: June 10th, 2009. If your internship starts late, please contact Bro. Earl at jasonscotttearl@byu.edu to discuss a new due date.

The purpose of this report is to become a better employee by learning more about your company and the customers they serve. This report should be typed in "report format" single spaced and double-spaced between paragraphs. Make it neat and creative. If you are starting a business, your "Business Plan" will take the place of the "Company Cultural Report."

Page #1: Research and compile a one page historical sketch of the company.

Page #2: Give as detailed description as you can on one page of the products and services your company provides to the world

Page #3: Give a company organization chart for your company, or if it is a large national company, the branch or location in which you work. Highlight your position.

B. WRITTEN ASSIGNMENT #2: SUPERVISOR/CO-WORKER/CUSTOMER REPORT DUE: June 10th, 2009 (for 2 credits).

Page #1 Compile a list of the key individuals that you work with including their "position description" and required education and experience to obtain that position.

Page #2 Interview your immediate supervisor to understand more about their current position, their responsibilities, and their experience/education in order to obtain that particular position. Ask your supervisor what advice or counsel they have in order to follow their same career path.

Page #3 Description of a typical customer that you serve listing their basic and secondary needs that you will be interested in satisfying in order to be a successful employee.

C. WRITTEN ASSIGNMENT #3: REPORT OF YOUR CHOOSING REPORT DUE: June 10th, 2009 (for 3 credits).

Title of possible reports:

1. Promotional/Advertising plans your company uses to attract and inform customers.

2. Store Layout-Draw to scale the complete layout of your store labeling the various areas and departments. Indicate in your report the reasons behind the layout plan, your assigned area, and suggest how and why you would make any changes.

3. Report on the business electronic equipment used by your company including the software computer programs used.

4. Report on the full-time opportunities offered at your company and the possibility for you to make a career working at the company you are currently at or in a similar type of job elsewhere.

***FINAL REPORT IS
DUE FOR ALL
INTERNSHIPS –
REGARDLESS OF
THE NUMBER OF
CREDITS***

5. Company benefits-investigate your company benefits for full-time employees including medical, retirement, stock ownership, profit sharing, professional development, etc.
6. Plan an in-store display, drawing up the complete design. Include in your report what the overall goals and philosophy of the display are.
7. Investigate the bookkeeping or accounting system for handling merchandise inventory, depreciation, payroll, or some other aspect of accounting. Report your findings, evaluation, and suggestions.
8. Investigate your company's standard operating procedures for hiring full and/or part-time employees.
9. With the approval of your supervisor, conduct a primary research project to investigate customer approval of a product or service, or to research a new company product/service development.
10. Investigate the buying or ordering policies of your company. How and where do they get new products? How do they re-order existing products?
11. Investigate and become familiar with product warranties for the product you sell along with the customer purchase return policies.
12. Go the extra mile in gaining product knowledge for a group of products you are involved with. Research these products inside and out.
13. Investigate the consumer reports for various products you sell so that you can be informed for customer service.
14. Volunteer to do a special display or advertisement layout for your company.
15. Do a competition report, investigating the stores of your competitors and doing an analysis of price comparisons for similar products.
16. Do a report of how you would start up a similar business of your own, and what strategies and location you would use.

3. **FINAL REPORT. DUE ON JULY 15th BY 5:00PM.**

Two page summary report of internship is due for each intern regardless of the number of credits awarded. Be sure to include highlights from your internship regarding what you enjoyed most, what you learned and how the experience influenced your future career path. The key question here is would you be interested in keeping this position as a full-time job. Why or why not?

4. **Work Assignment.** BYU-Idaho Business Management Department requires the completion of 270 on-the-job working hours for a 3 credit internship or 90 hours per number of credits earned.

<p><i>EVALUATION & GRADING</i></p>	<ol style="list-style-type: none"> 1. Evaluations (Letter Grade) 2. Intern Summary Reports (Letter Grade) 3. Work Assignment Hours (Pass / Fail)
<p><i>COURSE POLICIES</i></p>	<p><u>Disabilities:</u> Brigham Young University-Idaho is committed to providing a working and learning atmosphere, which reasonably accommodates qualified persons with disabilities. If you have any disability, which may impair your ability to complete this course successfully, please contact the Services for Students with a Disability at (208) 496-1158. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by this office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Personnel Office at (208) 496-1130.</p> <p><u>Sexual Harassment:</u> Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including Federal loans and grants. Title IX also covers student-to-student sexual harassment. If you encounter unlawful sexual harassment or gender based discrimination, please contact the Personnel Office at (208) 496-1130 and notify the Internship Coordinator.</p> <p><u>Honor Code:</u> Brigham Young University-Idaho standards are outlined in the student handbook. Student interns are expected and required to abide by the BYU-Idaho Honor Code. No cheating or lying will be tolerated. Students are expected to fulfill required hours and to have their supervisor fill out the evaluations.</p> <p><u>Course Amends:</u> The Internship Coordinator reserves the right to change course requirements, assignments, due dates, and to approve or reject any proposed internship—based on the Internship Coordinator’s judgment pertaining to individual and class needs. Advanced notice will be given if changes are implemented.</p>

Intern Self Midway Evaluation

DEAR STUDENT INTERN, Please print, complete, and mail the following personal assessment evaluation of how you feel in regards to your internship. This evaluation should be completed **by June 10th** and submitted to Jason Scott Earl, by mail or facsimile. Credit will be denied if not received. Fax: (208) 496-5427. Address: Smith 231B, Rexburg, ID 83460-0800. Thank you.

Student Intern: _____ Intern Phone: _____

Company Name: _____

Internship Supervisor: _____

Supervisor Phone: _____ Supervisor Email: _____

Company Address: _____

RATING SCALE:	A+	A	A-	B+	B	B-	C	C-	D	F
Technical Skills	10	9	8	7	6	5	4	3	2	1
Production:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Relations	10	9	8	7	6	5	4	3	2	1
Human Relations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects Authority:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens Well:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Policy/ Procedure:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Progress	10	9	8	7	6	5	4	3	2	1
Learns Quickly:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Maturity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
“Extra Mile” Effort:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Self Rating:	A+	A	A-	B+	B	B-	C	C-	D	F
	10	9	8	7	6	5	4	3	2	1
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rate your company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate your working conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you been treated fairly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you get along with your supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will your supervisor fairly evaluate you?	YES	<input type="checkbox"/>	or	NO	<input type="checkbox"/>	(Note any additional comments when submitting.)				

I attest the above evaluations are honest and true to the best of my knowledge.

Student Signature _____

Date _____

Intern Supervisor Midway Evaluation

DEAR SUPERVISOR: Please complete the following evaluation on your student intern and fax (208-496-5427) or mail it to the Business Internship Professor, Jason Scott Earl, (BYU-Idaho, Smith Building 231B, Rexburg, ID 83460-0800) for arrival by July 15th, 2009. This evaluation will be an important part of each student intern's academic grade. Please evaluate only those areas that apply to your student's work assignment. Thank You. (Ideally, as this evaluation is completed, you sit down with your employee, but this process is not required.)

Student Intern: _____

Company Name: _____

Internship Supervisor: _____

Supervisor Phone: _____ Supervisor Email: _____

Company Address: _____

RATING SCALE:	A+	A	A-	B+	B	B-	C	C-	D	F
Technical Skills	10	9	8	7	6	5	4	3	2	1
Production:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Relations	10	9	8	7	6	5	4	3	2	1
Human Relations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects Authority:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens Well:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Job Progress	10	9	8	7	6	5	4	3	2	1
Learns Quickly:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"Extra Mile" Effort:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Intern Rating:	A+	A	A-	B+	B	B-	C	C-	D	F
	10	9	8	7	6	5	4	3	2	1
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I give my permission to share this evaluation with the intern. YES or NO

Please make any general comment on how you feel about this intern and his/her potential in your company (on the back).

I attest the above evaluations are honest and true to the best of my knowledge.

Supervisor Signature _____ Date _____