

BUSINESS INTERNSHIP COORDINATOR (APPROVAL & REGISTRATION)	Lane T. Muranaka Brigham Young University-Idaho 269 Smith Building Rexburg, ID 83460-0810	Office: (208) 496-1477 Fax: (208) 496-6849 Email: muranakal@byui.edu
BUSINESS INTERNSHIP FACULTY DESIGNEE (GRADING & EVALUATION)	Jason Scott Earl Brigham Young University-Idaho 231B Smith Building Rexburg, ID 83460-0800	Office: (208) 496-1427 Fax: (208) 496-5427 Email: jasonscottearl@byu.edu
APPROVAL & GRADING	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 Brother Earl.	
CREDITS	3.0 credit hours (90 internship work hours per credit: 270 hours).	
PREREQUISITES	<ul style="list-style-type: none"> ▪ Business majors only. ▪ Business 301, 321, 341, and 361 (IBC – Integrated Business Core classes). ▪ Completion of one BYU-Idaho Student Mock Interview. ▪ Approval of the Internship Coordinator and employer. 	
TEXT	Business 398 Internship Syllabus. The student is required to print this syllabus and refer to it while performing their internship. This syllabus can be found on the student's I-Learn account as well as all evaluation reports and written assignments.	
COURSE DESCRIPTION	<p>Find a professional business management internship in an approved business and complete a minimum of professional work experience that is <u>a minimum of 20 hours per week AND a minimum of 8 weeks AND a minimum of 270 hours total</u>. A full-semester, full-time internship, between the junior and senior year, in the career area of the student's choice is highly desirable. This may be completed Fall, Winter, or Summer. Brother Jason Scott Earl, Business Department Faculty, performs all grading on submitted internship assignments and evaluations. Direct grading issues or questions towards him.</p> <p>The internship is one of the most valuable elements of the degree and should be planned for well in advance. Through on the job experience, students will gain a greater vision of what it means to be a business professional. Students will establish professional career networking links with the business they are employed in and other business professionals they meet during their work experience. Students may also receive compensation and recognition by receiving wages from the employer and letters of recommendation.</p>	

<p><i>COURSE OBJECTIVES</i></p>	<ul style="list-style-type: none"> ▪ Review and learn new job-getting skills in resume writing, job portfolio preparation, networking and interviewing. ▪ Apply the academic course principles to business practices on the job management. ▪ Establish career networking links within a business and between businesses. ▪ Receive timely training and consultation from inside and outside sources to help direct learning progress in various job responsibilities. ▪ Receive compensation and recognition by receiving wages and valuable letters of recommendation from employer and Business Management Department.
<p><i>INTERNSHIP REQUIREMENTS & QUALIFICATIONS</i></p>	<p>When searching for an internship students should use the following criteria—the “bottom line” being <u>CAREER FACILITATION</u>. “Does the internship prepare you for ‘professional work’ after you graduate?” All internships must be a <u>minimum 20 hours per week AND a minimum of 8 weeks AND a minimum of 270 hours</u>. A full-semester, full-time internship, between the junior and senior year, in the career area of the student's choice is highly desirable.</p> <ol style="list-style-type: none"> 1. Intern with a company where future career options exist. Do you want to work for this company long term? 2. Work for an organization with great networking opportunities. The student may not have the opportunity to work for this organization long term, but the networking and exposure to world-class organizations is highly valuable. 3. Intern with a company where skill development opportunities go beyond what one would learn in the classroom. Does the internship provide an opportunity to pick up a new skill or learn a new technology that will be marketable upon graduation? 4. Intern at an organization where the experience itself is highly marketable to future employers. Will this experience be something that recruiters will view as valuable?
<p><i>COURSE REGISTRATION PROCESS</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 email, clicking “I accept.” 9. Signed “Student Internship Agreement” is automatically emailed to the Coordinator. 10. Coordinator reviews, signs and gives final approval of internship. 11. BYU-Idaho Internship Office registers student for internship.

**COURSE
ASSIGNMENTS**

**PLEASE NOTE THAT
THE FIRST 4
EVALUATIONS ARE
TURNED IN VIA FAX
TO (208) 496-5427
WHILE THE LAST
TWO VALUATIONS
ARE COMPLETED
ONLINE THROUGH
CAREER
NAVIGATOR**

1. **Evaluations.** Six evaluations are required for Business 398 and will be used in determining the student's grade: four Business Department and two Internship Office evaluations:
 - A. *Evaluation 1: "Intern Self Midway Evaluation."* This evaluation is to be submitted by mail to Brother Jason Scott Earl or faxed to him at (208) 496-1525 after the conclusion of the third week of the internship.
 - B. *Evaluation 2: "Intern Colleague Midway Evaluation."* This evaluation is to be submitted by mail to Brother Jason Scott Earl or faxed to him at (208) 496-1525 after the conclusion of the third week of the internship.
 - C. *Evaluation 3: "Intern Supervisor Midway Evaluation."* This evaluation is to be submitted by mail to Brother Jason Scott Earl or faxed to him at (208) 496-1525 after the conclusion of the third week of the internship.
 - D. *Evaluation 4: "Intern Supervisor Final Evaluation."* This evaluation is to be submitted by mail to Brother Jason Scott Earl or faxed to him at (208) 496-1525 two weeks prior to the internship ending date.
 - E. *Evaluation 5: "University/ Internship Experience Evaluation—Student."* This evaluation is accessed through **Career Navigator** account two weeks prior to the internship ending date.
 - F. *Evaluation 6: "University/ Internship Experience Evaluation—Experience Provider."* This evaluation is accessed by the intern's supervisor via through **Career Navigator** two weeks prior to the internship ending date.

2. **Written Assignments.** Two written assignments must be completed to receive internship credit and a letter grade. The first written assignment is due midway through the internship. The second written assignment is due on April 1st. All written assignments need to be typed in either MS Word or Word Perfect and include a cover letter with your name and the name of your Company. **Written assignments are submitted on I-Learn under your student account.**
 - A. **WRITTEN ASSIGNMENT #1: COMPANY CULTURE REPORT (25% OF GRADE) DUE: Wednesday, June 10th by 5:00pm.** (Some internships start late; however, this date should still work for your first written assignment. If not, email Bro. Earl at jasonscottcarl@byu.edu to discuss a new 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 your company.

Page #2: What is your Company's "Mission Statement" and primary goals? Who are your company's supply chain partners? What do they supply? Provide a detailed description of a typical customer for your business and how your

*COURSE
ASSIGNMENTS
(CONTINUED)*

company satisfies their basic wants and needs.

Page #3: Give a detailed description of the location of your company: country, state, city, county, and street. Include some of the main roads and landmarks you would need to know in giving customers directions on how to get to your company. What location advantages does it have? Give the address, web site, and phone number of your company at the top of this page.

Page #4: Give as detailed description as you can on one page of the products and services your company provides to the world. Include as additional pages if you can any brochures provided by your company of their products and services.

Page #5: Give a detailed one-page description of your job, and the skills/abilities required to be good at it.

Page #6:

Marketing Majors: Give a one-page general description of your company's marketing plan.

Finance Majors: Give a one-page over-view of the financial operations in your company.

Other Majors: Give a one-page over-view of a major management area in your business.

Page #7: 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.

Page #8: Give a description of your supervisor, his/her main duties, and goals related to your work and how you can contribute to his/her success.

Note: This report will be given a letter grade **primarily based on content**; however, grammar and form should be completed to the best of your ability. Share this report with your supervisor and you might get a raise as some students have experienced.

B. WRITTEN ASSIGNMENT #2: FINAL REPORT – SPECIALAIZED WORK PROJECT (25% OF GRADE) **DUE: Wednesday, July 15th at 5:00pm.**

Pages one to three of this typed report are focused on your major career mission. They should cover the topic of how you added value to your company by performing your duties/assignment in your area of specialty. Most interns will be assigned special projects such as web development, special reports, research, on-going specialized duties such as selling, keeping books, creating minor publications such as pamphlets, organizing inventories or displays, going to conventions or trade shows, etc. The challenge of this report is to not only report in detail on one of your specific assignments (choose only one) and the results, but using a graph, chart, or some other type of computerized graphics show how your efforts added value to your company (this graph/chart can comprise one of the three first pages). On the last page of this report (page 4), you should include a prioritized list of the five most important things you learned on-the-job during your internship. This final report should reflect your business writing communication skills. It should be

<p><i>COURSE ASSIGNMENTS (CONTINUED)</i></p>	<p>a high quality report using computer media in a simple, yet highly communicative manner, for either internal or external interested parties. The report represents your company as well as your professionalism in written communication. It should be a valuable asset to you in your recruitment job portfolio.</p> <p>3. <u>Work Assignment.</u> BYU-Idaho Business Management Department requires the completion of 270 on-the-job working hours. Work must be a minimum of 8 weeks for a full-time position and 15 weeks for a part-time position. Always a minimum of 20 hours per week.</p>
<p><i>EVALUATION & GRADING</i></p>	<ol style="list-style-type: none"> 1. Evaluations (Letter Grade) 2. Intern Summary Report (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>

1. 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 **at the conclusion of your third week of work** 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"/>									
Organization:	<input type="checkbox"/>									
Attention to Detail:	<input type="checkbox"/>									
Other: _____	<input type="checkbox"/>									
Job Relations	10	9	8	7	6	5	4	3	2	1
Human Relations:	<input type="checkbox"/>									
Positive Attitude:	<input type="checkbox"/>									
Respects Authority:	<input type="checkbox"/>									
Listens Well:	<input type="checkbox"/>									
Follows Policy/ Procedure:	<input type="checkbox"/>									
Job Progress	10	9	8	7	6	5	4	3	2	1
Learns Quickly:	<input type="checkbox"/>									
Social Maturity:	<input type="checkbox"/>									
“Extra Mile” Effort:	<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"/>									

Rate your company.	<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"/>					
Have you been treated fairly?	<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"/>					
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 _____

2. Intern Colleague Midway Evaluation

DEAR INTERN COWORKER: Please fill out this evaluation on your fellow intern employee. This required evaluation will be completely confidential if you desire. Circle the appropriate ratings areas below according to your judgment and knowledge and then sign the evaluation. Please fax or mail the evaluation in the pre-stamped, pre-addressed envelope provided to you by the intern. Evaluate only those areas that you feel you can make a judgment as a co-worker. Fax: (208) 496-5427. Address: Smith 231B, Rexburg, ID 83460-0800. Thank you.

Student Intern: _____

Company Name: _____

Internship Co-Worker: _____

Co-Worker Phone: _____ Co-Worker 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"/>									
Organization:	<input type="checkbox"/>									
Attention to Detail:	<input type="checkbox"/>									
Other: _____	<input type="checkbox"/>									
Job Relations	10	9	8	7	6	5	4	3	2	1
Human Relations:	<input type="checkbox"/>									
Positive Attitude:	<input type="checkbox"/>									
Respects Authority:	<input type="checkbox"/>									
Listens Well:	<input type="checkbox"/>									
Follows Policy/ Procedure:	<input type="checkbox"/>									
Job Progress	10	9	8	7	6	5	4	3	2	1
Learns Quickly:	<input type="checkbox"/>									
Social Maturity:	<input type="checkbox"/>									
“Extra Mile” Effort:	<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"/>									

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.

Co-Worker Signature _____ Date _____

3. 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) at the conclusion of your third week. 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 should 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"/>									
Organization:	<input type="checkbox"/>									
Attention to Detail:	<input type="checkbox"/>									
Other: _____	<input type="checkbox"/>									
Job Relations	10	9	8	7	6	5	4	3	2	1
Human Relations:	<input type="checkbox"/>									
Positive Attitude:	<input type="checkbox"/>									
Respects Authority:	<input type="checkbox"/>									
Listens Well:	<input type="checkbox"/>									
Follows Policy/ Procedure:	<input type="checkbox"/>									
Job Progress	10	9	8	7	6	5	4	3	2	1
Learns Quickly:	<input type="checkbox"/>									
Social Maturity:	<input type="checkbox"/>									
"Extra Mile" Effort:	<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"/>									

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 _____

4. Intern Final Supervisor Evaluation

Dear EMPLOYER / SUPERVISOR: This is a final evaluation/appraisal report of your student intern. The report should be completed and signed by his/her supervisor and sealed in an envelope, and sent to Professor of Business Internships, Jason Scott Earl, by July 15th, 2009, or credit will be denied. This evaluation will directly influence the final grade. (Fax: 208-496-5427. Mail: Jason Scott Earl, Smith Building 231B, Rexburg, ID 83460-0800.)

Student Intern: _____

Company Name: _____

Internship Supervisor: _____

Supervisor Phone: _____ Supervisor Email: _____

Company Address: _____

Intern Employment Dates: Start: _____ End: _____

Approximate hours worked per week: _____

In detail, please describe the nature of the student's work assignment(s) as an intern:

Please give a written final evaluation expressing the student's main strengths and major areas of concern (use backside if needed):

Please rate the follow areas:	A+	A	A-	B+	B	B-	C	C-	D	F
	10	9	8	7	6	5	4	3	2	1
Professional Development:	<input type="checkbox"/>									
Production:	<input type="checkbox"/>									
Dependability:	<input type="checkbox"/>									

If an open position were available, would you hire this student as a regular full-time employee?

Without hesitation. With some improvement.

With considerable improvement. Most likely not.

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

If desired, please list any general comments 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 _____