

PROVIDENCE COLLEGE

472.44 – Business Administration Internship

12 credit hours

If numbers warrant, seminar format; otherwise, directed study.

Faculty Advisor:

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SYLLABUS

Course Description

This Internship is the capstone course of the 4-year Co-op Option of the BA in Business Administration. As such, the student should expect that this Internship will require the most effort, and the most skill, of all the courses they take.

The Internship should be as close as possible to the actual experience of an employee hired into an entry-level management position. As much as possible, the expectations should be identical to those of student with a business administration degree hired into a position leading to a career in business.

To be eligible for designation as an Internship, the position must, in the judgment of the student's Faculty Advisor, meet these 2 criteria:

- Be focused on management and administrative tasks, and
- Be employment leading to a career in business.

The firm is not obliged to guarantee a job placement at the end of the Internship. However, they must credibly show that those who succeed in this position go on to a career in business. As well, the firm(s) hosting the student must be committed to providing the support needed to meet the Course Objectives and Course Requirements outlined below.

It is expected that the position be a paid one, with a salary appropriate to a position focused on management and administrative tasks, and leading to a career in business.

The Business Administration program will provide some support and contacts for students looking to secure an Internship. However, it remains the student's responsibility to find the Internship.

Course Objectives

After successfully completing this course, the student will have developed the knowledge, skills, abilities, and practical knowledge required to be considered for advancement beyond an entry-level position in a career in business, including:

- Professionalism
- Maturity
- Interpersonal leadership skills
- Superior communication skills
- Reasoning abilities required for success in business
- Ability to perform both the quantity and quality of work required to excel in business.

Course Texts

Fedorko, Jamie. 2006. *The Intern Files: How to Get, Keep, and Make the Most of Your Internship*. Simon Spotlight Entertainment. ISBN: 978-1416909217.

Additional Sources

Colvin, Geoff. 2008. *Talent Is Overrated: What Really Separates World-Class Performers from Everybody Else*. London: Portfolio Hardcover. ISBN: 978-1591842248.

Covey, Stephen R. 2004. *The 7 Habits of Highly Effective People*, 15th anniversary ed. New York: Free Press. ISBN: 978-0743269513.

Covey, Stephen R. 2005. *The 8th Habit: From Effectiveness to Greatness*. New York: Free Press. ISBN: 978-0743287937.

Freedman, Elizabeth. 2007. *Work 101: Learning the Ropes of the Workplace without Hanging Yourself*. Delta. ISBN: 978-0385340755.

Mackay, Harvey. 1999. *Dig Your Well Before You're Thirsty: The Only Networking Book You'll Ever Need*. New York: Doubleday Business. ISBN: 978-0385485463.

Prerequisites

- The completion of all requirements for a 3-Year BA in Business Administration with Co-op Option
- An AGPA of 3.0 or higher

Course Requirements

A minimum of 500 hours of management work with no more than two firms.

Except when special permission is given, these hours must be worked between the beginning of the fall term and the end of the winter term in a single school year. Many students will choose to do the whole Internship in a single semester.

➤ Discussion Group

Students in Internships are required to attend a weekly discussion group with their Faculty Advisor.¹

The purpose of the discussion group is to consolidate what has been learnt, to correct for mistakes, and to prepare for the week ahead. The focus of the discussion will be on applying the knowledge, skills, and abilities necessary to excel in business. It will be assumed that the student has learnt the material covered in previous courses. In other words, these discussions will focus on application, not on remedial learning.

➤ Paperwork

The following forms must be satisfactorily completed and submitted. See “Course Schedule” below for a listing of when these forms are due:

- Internship Placement Contract
 - Signed by both the student and the person at the firm(s) responsible for hiring the student and assessing their performance (the “employer”).
- Evaluation A
 - At ¼-way through the placement
 - 1 conducted by the faculty advisor interviewing the employer.
 - 1 from the student.
- Evaluation B
 - At ½-way through the placement
 - 1 conducted by the employer.

□

¹ If there is only one student in an Internship, then this is a one-on-one meeting. If more than 1 student is in an Internship at any one time, the Discussion Group is, in effect, a seminar.

- 1 from the student.
- Evaluation C
 - At $\frac{3}{4}$ -way through the placement
 - 1 conducted by the faculty advisor interviewing the employer.
 - 1 from the student.
- Final Evaluation
 - 1 conducted by the employer.
 - 1 from the student.

Grading Summary

Both the employer and the student will provide 4 evaluations of the placement. The student will be judged as if they are already hired in an entry-level management position, keeping with a professional management standard suitable to the firm(s), and are being considered for advancement. If the employer has an evaluation system they use for the position, it will be employed. If not, a performance evaluation measure will be developed by the Faculty Advisor and the employer. If possible, this measure will be based on standard measures within the industry.

If the employer terminates the placement because of unacceptable job performance, the mark given will be an F. As well, if the employer judges job performance of the student to be unsatisfactory in 4 or more of these 6 categories in *any* Assessment, (and, if in the judgment of the Faculty Advisor, the judgment is fair), the mark given will be an F.

If the employer judges job performance to be unsatisfactory in 2 or more of these 6 categories in their Final Assessment (and, if in the judgment of the Faculty Advisor, the judgment is fair), the highest mark the Faculty Advisor can award for the course is a D.

The Faculty Advisor will review the evaluations and discuss discrepancies with both the student and the employer.

Based on these assessments, the Faculty Advisor will provide a mark using the grade scale employed in other Business Administration programs:

Excellent	A+	4.0	>92
	A		85-92
	A-		80-84
Very Good	B+	3.5	77-79
Good	B	3.0	73-76
	B-		70-72
Satisfactory	C+	2.5	67-69
Adequate	C	2.0	63-66
	C-		60-62
Marginal	D+	1.0	57-59
	D		53-56
	D-		50-52
Failure	F	0.0	<50

Course Policies

Students are expected to adhere to *both* the policies of the firm (s) and the general academic policies of Providence College.

The general academic policies of Providence College are outlined in the Student Handbook and in the Providence College Policies, Procedures, and Regulations. These can be found online at http://prov.ca/college/ac_pol-proc-reg.aspx, or in the Library, Admissions Office, or the Dean's Office.

If the policies of the firm(s) and of Providence College appear to be in conflict, the student is expected to show good judgment in recognizing that an apparent conflict may exist, and actively work to resolve it. It is the student's responsibility to immediately notify their Faculty Advisor of the apparent conflict, and to work with the Faculty Advisor to resolve those conflicts.

Course Schedule

The schedule of work within each Internship will be different. However, every Internship will have the following milestones:

- Prior to the start of the semester:
 - Student notifies Faculty Advisor (by email) of intent to secure Internship, detailing of planned area of focus, and proposed firm.
- At start of semester

- Student submits Co-op Internship Contract to Faculty Advisor, signed by both student and employer. The Contract must, in the judgment of the Faculty Advisor, meet the criteria outlined in the Course Description section above.
- Throughout the Internship
 - Student submits completed Evaluations A, B, & C to Faculty Advisor.
 - Faculty Advisor completes Evaluation A with employer $\frac{1}{4}$ -way through Internship.
 - Employer submits completed Evaluation B to Faculty Advisor $\frac{1}{2}$ -way through Internship.
 - Faculty Advisor completes Evaluation C with employer $\frac{3}{4}$ -way through Internship.
- No later than 2 weeks after the completion of the co-op placement
 - Student submits completed Final Evaluation to Faculty Advisor.
 - Employer submits completed Final Evaluation to Faculty Advisor.
- No later than 2 weeks after receipt of the Final Evaluations
 - Faculty Advisor submits final grade to Registrar's office.
- No later than 2 weeks after receipt of the final grade
 - Registrar's office posts final grade.