SYLLABUS
GRBU 695: Graduate Business Internship

Latest Revision approved by the Graduate Curriculum Committee, June 15, 2017

I. GRBU 695 COURSE DESCRIPTION

The Graduate Business Internship provides the student with a professional work experience in an organizational environment. The internship is an extension of the curriculum and provides meaningful experience related to the student’s course of study. Internships are elective course experiences and not required as part of the curriculum. The internship responsibilities must be approved in advance by the Career Services Center’s Internship Coordinator. The student is supervised within the work setting and also by a full-time faculty sponsor from the Palumbo-Donahue School of Business. Grading is pass/not pass.

Prerequisites:
• Minimum 3.0 overall QPA
• Minimum of 12 credit hours completed by the time of internship (excluding MBA fundamental coursework), with a minimum of 6 of those credit hours completed in the Graduate School of Business
• Approval of the Director of Student Services and Retention in the Graduate School of Business (Graduate office)
• Sponsorship from a full-time faculty member in the Palumbo-Donahue School of Business
• International students are also required to have approval from the Office of International Programs

Outcomes:
• One to three (1-3) credits can be earned per internship, with a maximum of three internship experiences and a maximum of six (6) credits.
II. GENERAL OBJECTIVES

The primary objectives of GRBU 695: Graduate Business Internship are:

1. To introduce the student to a typical work environment in his/her chosen field of study;
2. To provide first-hand organizational experience for the student that affords him/her the opportunity to assess organizational behavior and interpersonal communications;
3. To provide the student with an opportunity to assess the significance of a position in his/her discipline as it relates to the organization as a whole;
4. To enhance the student’s interpersonal skills and develop a sense of professionalism in the work environment;
5. To give the student an opportunity to test, in an actual business setting, the principles and theories taught in the classroom and apply them in a business organization.

III. SPECIFIC COURSE OBJECTIVES

Upon completion of GRBU 695: Graduate Business Internship, the student will:

1. Understand the performance expectations of various jobs related to the student’s field of study;
2. Relate to “real-world” experience in an organizational setting;
3. Develop a sense of professionalism;
4. Develop a sense of business and work ethics;
5. Refine verbal and written communication skills and understand the importance of communications in the organizational setting;
6. Possess enhanced problem-solving abilities;
7. Develop an awareness of organizational behavior and management styles;
8. Possess improved critical thinking skills;
9. Enhance the learning experience beyond that provided in coursework;
10. Enhance the overall understanding of the structure and workings of an organization.

IV. PROCEDURES

A. Work Time

A minimum of 50 hours per credit earned will be worked. For example, a student applying for 3 credits will work a minimum of 150 hours (50 hours x 3 credits).

Exceptions to the above will be considered on an individual basis by the Graduate School of Business office.
B. Work Ethics

The student applying for a Duquesne University Internship must subscribe to the following “Code of Ethics for Interns:”

“As a Duquesne University Intern, I realize that it is my responsibility to cooperate with my employer and to hold in professional confidence any information gained regarding the business of the firm, institution, or agency, and to refrain from using such information in an unethical manner. It is my further responsibility to maintain high personal standards and a willingness to learn on the job.”

C. Site Development

The Career Services Center (CSC) will establish and maintain sites utilizing the following:

- Previously developed sites,
- Organizations which submit unsolicited information and/or requests for interns from Duquesne University,
- Sites developed by the internship coordinator and Career Services staff,
- Sites sought by students,
- Referrals from faculty.

D. Application for an Internship

1. The Career Services Center maintains an online posting of internship opportunities (by semester, academic major) and internship registration materials.

2. When a student is interested in doing an internship, s/he must register on-line with the Career Services Center. The “Student Internship Registration” requires the following information:

   a. Completed profile, including contact and academic information,
   b. Current resume,
   c. Permission for the Career Services Center to forward his/her resume to employers seeking interns,
   d. Authorization Form, to determine if the student meets the minimum requirements of the University and the department, completed and signed by academic advisor.

3. To assist the student in securing an internship, his/her resume may be referred to organizations for any incoming, pre-approved internships that match the student’s qualifications and interests, and employer’s needs. Note that internship placement is not guaranteed.
The student may also review the Internship Opportunities online and forward his/her resume to employers for consideration of the internship position.

4. A student may elect to identify his/her own internship. In such cases, the student must request that the employer provide complete contact information and the job description. Employer registration information must be approved by a program coordinator for credit consideration.

5. The Internship Coordinator determines whether or not an internship is credit-worthy. Internships are not approved for credit when family members supervise the student nor when the student works in a business owned by family members.

6. Credit for an internship must be received within the semester in which the student does the internship.

E. Acceptance of an Internship

1. If the student is accepted by an organization and is interested in the internship, s/he can then seek a faculty sponsor. If a student is unable to secure a faculty sponsor, the Graduate School of Business Director of Student Services and Retention should be contacted for assistance.

   The faculty sponsor will determine what must be done to earn credit. (See Recommended Evaluation included in syllabus.)

   The student must adhere to University and School of Business policies, in addition to the criteria established with his/her faculty sponsor.

2. Once the student and faculty sponsor have agreed on the terms of the internship, it should be formally established in a “Learning Contract”. It is required that this contract be signed by the student, employing supervisor, faculty sponsor, internship coordinator, and Director of Student Services and Retention. A completed copy should be maintained by each. This establishes each party’s commitment before the internship begins. The Learning Contract MUST be completed before a student may register for the Internship course. The registration deadline for an internship is the fourth Friday from the first day of classes.

3. The student must enroll in GRBU 695: Graduate Business Internship. Tuition is in accordance with University policy.

V. RECOMMENDED EVALUATION

The student will be evaluated based on his/her performance in the job situation. The sources of evaluation are the student’s immediate supervisor in
the job environment and the student’s faculty sponsor. A weight of 60% will be assigned to the evaluation submitted by the immediate supervisor, and a weight of 40% will be assigned to the evaluation done by the faculty sponsor, or internship coordinator. Grading is on a pass/not pass basis.

The student should submit a 1-3 page typed report every other week to the faculty sponsor on his/her internship. The report should describe the goals for the internship, the work done, the progress made, and the problems encountered. The reports should also provide insights on the value (or non-value) of the particular internship assignment. The report must be sent to the faculty sponsor. A faculty sponsors may vary the requirements as they choose, for example, by either meeting with the student bi-weekly, and/or by having the student keep daily logs that are reviewed periodically by the faculty sponsor. It is not necessary to have the on-site supervisor review and sign these reports.

The student must also submit a 5-10 page typewritten reflective paper prior to the end of the final examination period with the content generally determined by the faculty sponsor. This paper will typically address the following:

- Examine the organization and your role in it. Give a brief background of the business and the department. Examine your role and responsibilities as they relate to the organization as a whole. Describe the importance of your role to the organization.
- Briefly summarize the major responsibilities for the internship and the percentage of time you worked in each area.
- Review the original goals of the internship. Describe how the goals have/have not been met.
- Relate this internship experience to your coursework at Duquesne, and indicate how the internship ties to your coursework (supporting, contradicting or not relating to coursework).
- Discuss how your graduate education helped prepare you for this internship (e.g., technical, communication, thinking skills).
- Describe your major accomplishments and learning experiences of the internship.
- Discuss the impact of the internship on your career goals.
- Provide any final impressions you may have on your internship.
Again, the faculty sponsor may alter this requirement.

The student is required to complete a mid-term/self-evaluation as well as a final evaluation of the internship and forward them to the internship coordinator.

The immediate supervisor from the sponsoring organization is required to complete both a mid-term and a final evaluation and forward them to the faculty sponsor or internship coordinator.

The faculty sponsor should visit the local internship site to meet with the immediate supervisor (or communicate electronically with long-distance sites) between mid-term and the end of the semester. Areas of concern can be discussed, and measures to improve the student’s performance should be prescribed and agreed upon.