Professional Practice
For-Credit Internships

SEMESTER

Syllabus for

Accounting Majors
BUS A380

Other Business Majors
BUS X480

» **Course Description:** The For-Credit Internship is a one to three credit professional practice internship that adds practical experience along with additional skills and value to the students’ knowledge base within a designated major.

» **Prerequisites:** Open to all Kelley School of Business students that have passed Core (F301, M301 & P301) and have maintained a minimum grade point average of 2.5 gpa.

» **Requirements:** Each For-Credit Internship position will be approved and administered by the Kelley School of Business Internship Program Director. Students are required to meet with Internship Instructor at the beginning of (and as necessary during) the semester to determine their Project/Paper topic and progress. To receive academic credit for the internship, the student must submit to the Instructor a Project/Paper Topic, Outline, completed Paper (with project and topic as agreed upon with the Instructor), Daily Journals and the completed Student & Employer Evaluation Forms. Students are expected to complete the internship requirements within the semester registered (unless internship extends into the next semester and instructor formally agrees to an extension) and are required to follow all course guidelines, policies & procedures.
Instructor:

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Objectives and Student Learning Outcomes:

1. Introduction to potential employers - to expose the student to potential career paths and competency requirements within a chosen major. (PBL 4, PUL 3)

2. Practical 'on-the-job' exposure and experience - to add additional skills and value to the students knowledge base and to engage the student in assimilating and adapting to 'real' job situations relevant to the major. (PBL 4, PUL 3)

3. Professionally researched and presented business communications - to learn and demonstrate action-oriented problem solving, critical thinking and persuasive business communication skills that, ideally, will be of value to the employer as well as the student. (PBL 3a, PUL 1)

4. Reflective review of internship experience - to make better informed judgments regarding careers, companies, required competencies, personal style and fit and 'next steps' in career selection and progression. (PBL 4, PUL 3)

5. Uphold, reinforce and improve the Kelley School of Business's professional image and reputation with employers - through the students' demonstrated high standard of professionalism and ethical conduct relating to all aspects of the internship opportunity. (PBL 2, PUL 6)

Guidelines:

**Oncourse™:**

This course will make extensive use of Oncourse™ which will be used for routine communications (including general announcements, schedule and e-mail), journals and paper (instructions, examples and submittal) and the online gradebook (for final course grades).

If you do not have a student user name and password, visit the UITS helpdesk. If you are not proficient with Oncourse™, Microsoft Word or basic computer skills, you should attend the appropriate STEPS classes offered at IUPUI. Visit [http://ittraining.iu.edu](http://ittraining.iu.edu) for training schedule.

Visit the Oncourse™ website at [http://oncourse.iu.edu](http://oncourse.iu.edu).

**Daily Journals:**

A reflective journal should be kept for EACH DAY that you work and should provide an assessment of your intern experience from both a professional and personal point of view. Each DAILY entry should be at least 4 to 5 sentences long and explain what you had learned, new experiences that you were involved in, issues that you may have encountered, opportunities that you see, and your overall impressions for the day. The journals should be submitted along with the Student Evaluations prior to the end of the semester.

**Student & Employer Evaluations**

A Student Evaluation and an Employer Evaluation must be filled out and returned to your instructor before the end of the semester. Students should deliver the Employer Evaluations to the internship employer with an envelope and within sufficient time to assure that they reach the instructor before the end of the semester.

On occasion, or if requested, the Instructor and Internship Program Director may visit internship employers to assess the relevance and quality of the internship experience from both the student's and employer's points of view.
Internship Project/Paper (with Outline):

An internship project resulting in a graded internship paper must be written and submitted to your Instructor. The subject and scope will be decided in a meeting between the instructor and the student and should be scheduled within 30 days (10 days for summer sessions) of the beginning of the semester.

Ideally the paper would have direct relevance to the internship assignment and would be of direct use by the internship employer. At a minimum the paper would deal with a topic of interest to the student but related to experiences from the internship. The paper may be 'research' or 'experiential' oriented (or a combination thereof). It should be problem solving and 'action' oriented, resulting in specific alternatives and recommendations - that are framed by appropriate background and issue-statements and supported with conclusions based on logic and well-founded research and/or interviews.

At about mid-semester, students are required to submit an outline of the paper, including key research resources. In order to receive academic credit for the period applied, an outline must have been submitted and the paper must be received prior to finals week. Delay in receipt of the paper could result in an "I" or incomplete on your grade report for the semester.

The typical paper should be 8 to 10 pages in length plus a cover page, citations and relevant attachments. Papers that use and refer to significant attachments may be shorter. A business 'block' format is preferable with single space text, double space between paragraphs and the appropriate use of headings, bullets, tables and graphics.

The paper will be graded on the following criteria:

- Topic - relevance to Internship Assignment. Could be or was given to Internship company.
- Paper Research - Citations and/or Interviews, Appendix and /or Footnotes.
- Format and Style - Spelling, Grammar, Formatting, Overall Professionalism and Timeliness
- Content and Communication - Introduction and Background, Relevant Facts and Support, Conclusions, Recommendations, Properly Supported, Appropriate Length.

The student will meet with the instructor at the beginning and as necessary during the semester: to pursue and eventually agree on a topic for the paper, to discuss methodology and internship employer interest and involvement (as needed), to provide a topical outline of the paper (shortly after midterm) and for final paper submittal (prior to finals week).

Detailed grading criteria have been included on Oncourse™ under the Resources tab.

All for-credit internship will be graded on a 'letter grade' basis with a grade reduction for late or incomplete submissions (unless agreed upon in writing with the instructor prior to their semester due dates).
**Academic Honesty and IUPUI Campus-Wide Policies:**

The Kelley School of Business Honor Code mandates that students conduct themselves in an ethical manner in all aspects of their academic lives. Academic dishonesty is a threat to the intellectual integrity of the Kelley School of Business and IUPUI. It is intolerable in both the academic and professional communities. Possible penalties for violations include but are not limited to failure in the course or dismissal from the university for flagrant or repeat violations. The IUPUI Student Code of Conduct requires that all verified violations of the Code must be reported to the Kelley Associate Dean and the IUPUI Dean of Students offices. All students are advised to obtain and become familiar with the Kelley Honor Code and the IUPUI Student Code of Conduct. A copy of the Kelley Code is available at the Student Services window, BS 3024.

**We strictly adhere to all Kelley School of Business (KSB) Student Policies and Guidelines, including the KSB Honor Code.** See the online KSBI Undergraduate Handbook and the [http://www.iupui.edu/code/](http://www.iupui.edu/code/).

**There are also a number of campus-wide policies governing the conduct of courses at IUPUI.** These can be found at: [http://registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html)

**Withdrawal Deadlines & KSB Guidelines:**

**Last day for withdrawals:**

|  »  | With automatic grade of W - via eDrop/eAdd (Advisor signature required) |
|  »  | With grade of W or F – in person only in CC250 (Advisor and Instructor signatures required) |

Students admitted to the Kelley School of Business are permitted to withdraw from a maximum of five 300 & 400 level courses. If students withdraw from more than five upper-division courses, they are not allowed to enroll in upper-division business courses during the subsequent fall or spring semesters. Students who wish to withdraw from a course in the final quarter of the semester (after the final drop date published in the schedule of classes) will be required to submit a petition describing the reason for the request, the instructor must sign this petition and a drop/add slip. The Appeals Committee will review these petitions. Approval for a student to withdraw with a grade of W will be granted only in cases of illness or emergency.

**Internship Policies and Procedures**

1. Each For-Credit Internship position must be approved by the internship program director, on behalf of the KSB academic units.
2. All students must have all applicable documentation signed and the registration process complete by the end of the 4th week of classes for fall and spring semester, and by the end of the 1st week of the summer period.
3. The minimum grade point average (gpa) for a student to be accepted as an intern will be 2.5 out of a 4.0 scale.
4. Students qualifying for credit for their internship experience must first be admitted to KSB, have successfully completed the “integrative core” classes, consisting of F301 – Financial Management, P301 – Operations Management, and M301 – Introduction to Marketing Management, or their equivalent. These classes must be completed before the internship may begin. Non-credit internships will not require students to be admitted into KSB.
5. All qualifying students will be awarded 3 academic credits for successful completion of their program. Successful completion is defined as follows.

6. Research Paper – Assigned research paper completed and turned in as and when required.

7. Daily Journals – Daily journals and monthly reports are turned in on the timetable required by your instructor.

8. Student and Employer Evaluation Form – A Student and Employer Evaluation Form will be turned into your instructor when required.

9. At the conclusion of the For-Credit Internship, the student will turn in a substantial written report to the Indianapolis Program, via your instructor. The report should describe the activities in which the intern was involved while working for that organization. The report might include such items, but not limited to, the nature of the problems, objectives, organizational structure, and operations of the functional area in the organization where the student worked. Course grades will be assigned on an actual letter grade basis.

10. Students will be encouraged to do the following activities:

11. Take several non-credit internships commencing their sophomore year in order to: (1) better prepare them for a professional career, (2) aid them in picking an appropriate major or minor field of study, (3) have a more meaningful For-Credit Internship experience later on, and (4) build their confidence in preparation for future interviews and jobs.

12. Strongly consider an international internship placement or a position with a local company with international manufacturing, sales or distribution responsibilities.

13. Students who leave internships prior to the completion of the semester may forfeit their tuition for these credit hours. Students who agree to and pay for this internship must enroll in and pay for this experience in the semester for which it has been approved. Non-payment of these hours will result in forfeiture of academic credit. There will be no exceptions to this policy.

14. Internships may be part-time or full-time (primarily during the summer). If part-time, student hours in their work site will be within the range of 15-30 hours/week. This will allow students the maximum opportunity to remain a full-time enrollment status.

15. Internships must be supervised in some manner. This supervisor must periodically check the quality and appropriateness of the work being done by the KSB student. An end-of-semester evaluation form will be completed by the supervisor and submitted to your instructor by the requested date.

16. Only one For-Credit Internship will be permitted for each KSB student. However, there is no limit on the number of Non-Credit work experiences a student may have.

17. No retroactive credit will be given for earlier work experience. There will also be no credit provided for skills and knowledge that a student already has from previous on-the-job training.

18. Each new internship job description will be reviewed by the program director. The job must be determined to be of adequate professional worth and merit, not wholly clerical, supervisory, or food preparation or service, etc. An orientation program and adequate training should be incorporated in to the job description and program.

19. The undergraduate internship program coordinator will not become involved in any graduate student position matching. That will be left up to the respective graduate program directors.

20. Employers with no physical work space or office facility, particularly those not separate from their home residence, will not be allowed to host interns. Among the reasons are potential safety or sexual harassment concerns, and minimal opportunity to interact with peers and other colleagues in a professional work setting demonstrating a more normal day-to-day working environment.

**Interpretation of these policies is subject to the discretion of the Program Director, whose decision is final!**
Grading:

All majors will be graded according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>&gt; 95%</td>
</tr>
<tr>
<td>B</td>
<td>&gt; 83%</td>
</tr>
<tr>
<td>C</td>
<td>&gt; 73%</td>
</tr>
<tr>
<td>D</td>
<td>&gt; 63%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
</tr>
</tbody>
</table>

All course grades will be based on a combination of the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Percent</th>
<th>Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Outline for Project and Paper</td>
<td>8%</td>
<td>10</td>
<td>Based on timeliness, completeness and research resources</td>
</tr>
<tr>
<td>2. Project Paper</td>
<td>80%</td>
<td>100</td>
<td>See detailed grading criteria and rubric</td>
</tr>
<tr>
<td>3. Daily Journals</td>
<td>12%</td>
<td>15</td>
<td>Based on completeness &amp; insightfulness</td>
</tr>
<tr>
<td>4. Employer &amp; student Evaluation/Feedback</td>
<td>0%</td>
<td>0</td>
<td>Required for internship grade and credit</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>125</strong></td>
<td></td>
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Grade points and final letter grades as well as grades for each assignment will be posted on Oncourse. A grade will not be given if the student has not met all of the requirements, including the Journal, Outline and Final Paper, and Student & Employee Evaluations.

At the Instructor's discretion, Incompletes (I) may receive up to a 2 letter grade reduction in final course grade unless the internship (and the internship project) extend beyond the current and into the next semester. Incompletes must be requested by the student and approved by the instructor. All Incompletes must be completed within 12 months or automatically convert to an F.
Additional Information:

Students with Special needs

Students needing accommodations because of a disability will need to register with Adaptive Educational Services and complete the appropriate forms issued by that office before accommodations will be given. Accommodations will be handled confidentially and in a manner that is most reasonable to the student needs and course requirements.

Withdrawals

Students admitted to Kelley School of Business are permitted to withdraw from a maximum of five 300- and 400- level courses. If students withdraw from more than five upper-division courses, they are not allowed to enroll in upper-division business courses during the subsequent fall or spring semesters. Students who wish to withdraw from a course in the final quarter of the semester (after the final drop date published in the schedule of classes) will be required to submit a petition describing the reason for the request, the instructor must sign this petition and a drop/add slip. The Appeals Committee will review these petitions. Approval for a student to withdraw with a grade of W will be granted only in cases of illness or emergency.

IUPUI Principles of Undergraduate Learning (PULs):

http://www.iport.iupui.edu/selfstudy/tl/puls

IUPUI's Principles of Undergraduate Learning, developed over several years of discussion involving faculty, students, and staff, were adopted by the Faculty Council in May 1998 and updated in May 2007. These principles describe the fundamental intellectual competence and cultural and ethical awareness that every graduate of an IUPUI baccalaureate degree program should attain. In each school, faculty members who teach undergraduates have been charged with determining which of the principles will be taught and assessed in each of their courses. In addition, faculty members in each discipline are to determine what graduates in that major will know and be able to do at the senior level to illustrate competence in each of the six areas addressed by the Principles:

1. Core Communications and Quantitative Skills
   (1A. Written, oral or visual communication skills; 1B. Quantitative skills; 1C. Information resources skills)
2. Critical Thinking
3. Integration and Application of Knowledge
4. Intellectual Depth, Breadth and Adaptiveness
5. Understanding Society and Culture
6. Values and Ethics

The Kelley School of Business has adopted and supports these PULs and has incorporated
these PULs in the Kelley School of Business Principles of Business Learning (PBLs). Instructors in every undergraduate course must distribute these principles to students with descriptions of how the PBLs are enacted in the course.

**Kelley School of Business**

**Principles of Undergraduate Business Learning (PBLs):**

1. **Critical Thinking**
   The ability to synthesize and analyze information and ideas from multiple sources and perspectives:
   - to arrive at reasoned conclusions and informed decisions
   - and to solve challenging problems
   - by evaluating the logic, validity and relevance of data
   - and using knowledge in order to generate and explore questions.

2. **Management, Leadership and Ethics**
   The ability to make judgments with respect to individual and organizational conduct concerning citizenship, ethics, and the value of diversity in business:
   - in order to make principled and informed choices regarding conflicting situations in personal, business and public lives
   - and to foresee the consequences of those choices.

3. **Communication**
   **a. Written Communication**
   The ability to analyze, interpret and comprehend information sources and technology:
   - to effectively express ideas and facts
   - in a variety of written and visual formats.

   **b. Collaboration and Oral Communication**
   The ability to engage in active and professional communications and dialogue in business and the community:
   - to encourage, examine, and comprehend the viewpoints of others
   - by being effective in one-on-one and in group settings
   - in order to operate with civility and cooperation in a complex, diverse and global business and social world.

4. **Professional Skills and Competencies**
The ability to obtain substantial knowledge and understanding in at least one field of study while gaining exposure and knowledge in other related disciplines:

- to meet professional standards and demonstrate important skills and competencies, and
- to make efficient use of information and technology resources for intellectual, professional, community and personal needs.