

Notre Dame de Namur University

Internship Program

BUS 2990C- 01 (Business Internship)

Pre-requisites: senior status or by permission of program director

Fall 2017

R 12:35-1:50p.m.

Course Start Date: 8/31/17

Instructor: Sujata Verma, Ph. D.

Office: Room 18, Cuvilly Hall

Phone: 650-508-3675

E-Mail: sverma@ndnu.edu

Office Hours: Tuesdays 2 p.m. – 3 p.m. or by appointment

Textbook: None

Course Description: Provides students with the opportunity to work in an industry to gain career-related experience. The internship will require 120 to 150 hours where they will acquire further industry knowledge and develop skills necessary for professional advancement.

Learning Outcomes: Your Internship will provide you with:

- Practical work experience in your field of choice
- Preparation for your future job
- Opportunity to develop a professional attitude
- The transition between school and employment

This course satisfies PLO#4 which states engage in at least one internship or service learning experience to demonstrate relevancy of foundational and theoretical knowledge of their academic major and to gain career related experiences.

This course is designed to provide you with an internship experience that will benefit you professionally, academically, and personally. You will be expected to work a total of 120 hours during the semester and to complete three specific projects.

The internship process requires the student and the employer to sign a Letter of Agreement and three project worksheets designating the student's responsibilities. The employer is expected to provide the student with practical work experience and to supervise the student's work performance and provide feedback. The student and a faculty member will also sign the Assumption of Risk/Liability Form.

In class workshops will focus on learning career enhancement tools. There is no textbook. You will be provided handouts in class. Please bring your laptops/tablets to class.

Workload

In addition to class attendance, every class at NDNU includes assignments estimated to take approximately six (or more) hours per week outside of class. The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 12 hours a week, generally in accordance with the following:

Distribution of Average Weekly Hours of Instruction/Study = Total of 10 per week

Class Contact Hours:	0.45
Text Readings and Note Taking	0
Research and Writing Assignments	1.15
Studying for quizzes and exams	0
Outside the classroom	10
TOTAL NUMBER OF HOURS PER COURSE (average)	180

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Course Evaluations/Teaching Effectiveness Surveys

Teaching Effectiveness Surveys (course evaluations) will be available online through Campus Portal from the last week of classes. Your feedback regarding courses and faculty is very important to Notre Dame de Namur University, to your faculty, and to me as the instructor for this course. Your feedback helps us review and improve their teaching, helps departments/programs review and improve program content, and is used by the university in making decisions about tenure, promotion, and hiring decisions for part-time faculty.

Directions: To access, please enable pop-ups in your browser (uncheck pop-up blocker), then in Campus Portal look for the "***You have an active survey***" link in the left sidebar. Click that link to open the Course Evaluation Surveys page, which has a link to a survey for each course in which you're enrolled. Your feedback is very important! Please complete your evaluations for all your courses promptly. Remember: Your responses are anonymous.

Internship Program Grading Policies and Course Plan

Your internship represents a new stage in your academic life and should be an exciting time full of new experiences. You will be working as a representative of the University in an outside company, and will have contractual assignments with your supervisor. **This is a hybrid course.** While you will have a limited number of regular class meetings for this class throughout the semester, you do need to maintain a weekly journal as part of this course. Midterm paper and the Final Portfolio must be turned in by the due date. No Exceptions.

1st Class Meeting: Syllabus/ Goal Setting/Signing of the Risk and Liability Form

_____ ASSUMPTION OF RISK/LIABILITY FORM SIGNED

By 4th Class Meeting: Signed paperwork due – (5 points)

By the fourth week of classes, turn in the forms below. Please ensure that you and your supervisor have a copy of these .You must bring:

_____ LETTER OF AGREEMENT SIGNED BY SUPERVISOR

_____ PROJECT WORKSHEET #1 FILLED OUT AND SIGNED

_____ PROJECT WORKSHEET #2 FILLED OUT AND SIGNED

_____ PROJECT WORKSHEET #3 FILLED OUT AND SIGNED

Weekly Homework: Weekly Journal of your Internship

Keep a weekly journal on how your internship is going (and your projects). The journal needs to be submitted as a part of the Final Portfolio at the end of the semester.

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Attendance: The class meets once in two weeks for Career Development Workshops. Each class attendance will be worth two points.

Midterm: Take home midterm will be assigned

Final Portfolio: *due December 7th, 2017*. Turn in an organized, professional portfolio consisting of the following:

- Write a 4-5 page paper reflecting on your experiences with your internship. Your weekly updates should serve as a basis for this **reflection**. Include:
 - How did you search for the internship?
 - A summary of your Internship
 - How you felt about completing the three projects (were they beneficial?)
 - Your relationship with staff members and others you dealt with
 - What you have learned about yourself from this Internship
 - What you have learned about doing this type of work for a career
 - Your personal assessment of your job performance
 - Any skill or knowledge area which you felt you didn't have that was important for doing this Internship.
- Turn in some form of **evidence** from the three projects-these could be fliers, snapshots of websites worked on, photographs from events attended, documents created as a part of the projects, etc.
- All the **weekly journals** written throughout the semester should be attached.
- Throughout the semester, maintain a record of the number of hours worked and at the end of the semester, get the filled-out **time sheets** signed by your supervisor and submit them in the final portfolio. Remember that you need to complete at least 120 hours of work.
- Turn in your **updated resume** at the end of the semester. Please contact Carrie McKnight at the career center for help with updating the resume.
- Turn in the **evaluation form** from your Contract Supervisor. Your supervisor should fill out the evaluation form, share the information with you and give it to you. It will be your responsibility to turn it in to the instructor

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- Your **evaluation** of the internship site.

Portfolio Checklist:

_____ Three project reports with evidence (such as pictures, fliers..)

_____ Supervisors evaluation

_____ Your evaluation of the internship site

_____ Time sheets

_____ Reflection paper

_____ Weekly Journal

_____ Updated resume

THE GRADING POLICY FOR THE INTERNSHIP IS AS FOLLOWS:

1. Letter of Agreement and project worksheets	5
2. Weekly Journal	10
3. Attendance	30
4. E-Portfolio	10
5. Midterm	10
6. PORTFOLIO	
<i>A. Project One with evidence</i>	5
<i>B. Project Two with evidence</i>	5
<i>C. Project Three with evidence</i>	5
<i>D. Supervisor's Evaluation</i>	25
<i>E. Four to Five-page reflection paper</i>	10
<i>F. Updated Resume</i>	<u>10</u>
	125

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Course Plan			
Dates		Workshops	Deliverables
1	August 31	Introduction/ Syllabus/ Applying for internships/Goal setting	
2	September 6	Online segment: Self Awareness: Who am I? Briggs Myers Personality Test/ My Values	<ol style="list-style-type: none"> 1. Take BM test online 2. Discussion Forum (Moodle)
3	September 13	Getting started on Resume building : workshop by Carrie McKnight	Bring your resume to class
4	September 20	Online segment: Skills Assessment: What can I offer? Skills Spotting/ Skills Audit	Discussion Forum on Moodle
5	September 27	Midterm: 1. Analyzing a job description	Take-home Midterm is assigned: Bring a job description to class
6	October 5th	Online segment: Resume building: Skills grid/CAR/ Action verbs	Moodle based assignments
7	October 12	Cover letters / Researching the company/Occupational Outlook Handbook	
8	October 19	Drop off Midterm/ Online segment: Watch presentation skills videos	Midterm is due
9	October 26	Three minute in-class presentation	Prepare a three-minute presentation on any topic
10	November 2	Online segment: Personal Branding/ E-portfolios	Set up a Linked-In profile
11	November 9	Interviewing Skills-Dress-up day	
12	November 16	Online segment: Mock interview	Moodle based assignment
13	November 23	Thanksgiving	No class
14	November 30	In class: Guest speaker	Topic to be announced
15	December 7	In class: Final portfolio presentations	E-portfolio /Final Portfolio due
17	December 11-16	Finals Week	<i>No final examination</i>

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AGREEMENT AND RELEASE FROM LIABILITY

PARTICIPANTS:

READ CAREFULLY BEFORE SIGNING THIS AGREEMENT AND RELEASE FROM LIABILITY.

INTERNSHIP (EVENT/ACTIVITY) IS A VOLUNTARY ACTIVITY. AS A CONDITION TO PARTICIPATION IN THIS ACTIVITY, THE STUDENT MUST AGREE TO ACCEPT AND ASSUME THE RISKS OF PERSONAL INJURY AND DEATH IN CONNECTION WITH THIS ACTIVITY AND AGREE TO RELEASE AND HOLD HARMLESS NOTRE DAME DE NAMUR UNIVERSITY, ITS OFFICERS, TRUSTEES, FACULTY, STAFF, CONSULTANTS, EMPLOYEES, AGENTS AND REPRESENTATIVES FROM LIABILITY FOR NEGLIGENCE OR OTHER ACTS RELATED TO THIS ACTIVITY AND TRAINING FOR THIS ACTIVITY.

ASSUMPTION OF RISK

I UNDERSTAND THAT THE NOTRE DAME DE NAMUR UNIVERSITY INTERNSHIP PROGRAM INVOLVES RISKS OF PERSONAL INJURY AND DEATH. I AM AWARE THAT MY PARTICIPATION IN THE NOTRE DAME DE NAMUR UNIVERSITY INTERNSHIP PROGRAM IS A HAZARDOUS ACTIVITY; HOWEVER, I AM VOLUNTARILY PARTICIPATING WITH KNOWLEDGE OF THE DANGERS INVOLVED. I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY AND DEATH RESULTING FROM, OR RELATED TO MY PARTICIPATION IN THIS PROGRAM. I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE:

(Initials of Student)

RELEASE

AS CONSIDERATION FOR BEING PERMITTED BY NOTRE DAME DE NAMUR UNIVERSITY TO PARTICIPATE IN THE NOTRE DAME DE NAMUR UNIVERSITY INTERNSHIP PROGRAM, I HEREBY AGREE THAT I, MY ASSIGNEES, HEIRS, DISTRIBUTEES, GUARDIANS AND LEGAL REPRESENTATIVES WILL NOT MAKE A CLAIM AGAINST OR SUE NOTRE DAME DE NAMUR UNIVERSITY OR ANY OF ITS OFFICERS, TRUSTEES, FACULTY, STAFF, CONSULTANTS, EMPLOYEES, AGENTS, REPRESENTATIVES, VOLUNTEERS OR AFFILIATED ORGANIZATIONS, FOR INJURY OR DAMAGE RESULTING FROM ANY OF THEIR NEGLIGENCE OR OTHER ACTS RELATED TO MY PARTICIPATION IN THE INTERNSHIP PROGRAM.

I HEREBY RELEASE NOTRE DAME DE NAMUR UNIVERSITY AND ITS OFFICERS, TRUSTEES, FACULTY, STAFF, CONSULTANTS, EMPLOYEES, AGENTS, REPRESENTATIVES, VOLUNTEERS AND AFFILIATED ORGANIZATIONS, FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY ASSIGNEES, HEIRS, DISTRIBUTEES, GUARDIANS AND LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR INJURY OR DAMAGE **(OVER)**

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ARISING OUT OF OR RELATED TO MY PARTICIPATION IN THE NOTRE DAME DE NAMUR UNIVERSITY INTERNSHIP PROGRAM.

KNOWING AND VOLUNTARY EXECUTION

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND NOTRE DAME DE NAMUR UNIVERSITY AND ITS AFFILIATED ORGANIZATIONS, AND I SIGN IT OF MY OWN FREE WILL.

EXECUTED AT BELMONT, CALIFORNIA ON _____(DATE).

SIGNATURE OF STUDENT

PRINT NAME

STREET

CITY/STATE

PHONE

DECLARATION OF WITNESS

I CERTIFY THAT _____ (STUDENT'S NAME) ACKNOWLEDGED IN MY PRESENCE THAT _____ (HE OR SHE) HAD READ AND FULLY UNDERSTOOD THE MEANING AND CONSEQUENCES OF THE FOREGOING RELEASE, AND SIGNED IT IN MY PRESENCE.

EXECUTED AT BELMONT, CALIFORNIA ON _____(DATE).

(SIGNATURE OF FACULTY OR STAFF WITNESS)

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Letter of Agreement

It is hereby agreed that _____,
(Supervisor)

hereinafter referred to as supervisor, agrees to supervise the *Notre Dame de Namur University* intern,
_____ for the term _____
(Intern's Name) (Semester/Year)

The supervisor from _____
(Employer/Organization)

agrees to provide this supervisory service to the student from *Notre Dame de Namur University* on a
voluntary basis. *Notre Dame de Namur University* agrees to allow the supervisor to supervise the intern.

Supervisor agrees to ensure that the intern listed below will complete three projects as outlined in the
Internship contract and will evaluate the intern upon completion of the intern's tenure at

(Employer/Organization)

Date: _____

Intern's Name: _____

Intern's Signature: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Organization: _____

Address: _____

Phone #: _____

Intern's Schedule: Days: _____

Time: _____

Weeks: _____

Starting Date: _____

Ending Date: _____

Attach Business Card

Project Worksheet #1

Intern's Name _____ Name of Organization _____

I. OBJECTIVE: Define the project specifically. How does this relate to the goals of the program and the learning potential of your internship? What will you learn from this project?

II. METHOD: How do you plan to go about completing this project? What are the steps involved in this project?

III. EVIDENCE: What tangible evidence will you produce to show or demonstrate that the project is completed, or that your responsibilities as defined are completed?

IV. EVALUATION: What criteria should be used to evaluate whether you accomplished your goals and objectives with this project?

Intern Name _____ Intern Signature _____

Date _____

Supervisor Name _____ Supervisor Signature _____

Date _____

Faculty Name _____ Faculty Signature _____

Date _____

Project Worksheet #2

Intern's Name _____ Name of Organization _____

I. OBJECTIVE: Define the project specifically. How does this relate to the goals of the program and the learning potential of your internship? What will you learn from this project?

II. METHOD: How do you plan to go about completing this project? What are the steps involved in this project?

III. EVIDENCE: What tangible evidence will you produce to show or demonstrate that the project is completed, or that your responsibilities as defined are completed?

IV. EVALUATION: What criteria should be used to evaluate whether you accomplished your goals and objectives with this project?

Intern Name _____ Intern Signature _____

Date _____

Supervisor Name _____ Supervisor Signature _____

Date _____

Faculty Name _____ Faculty Signature _____

Date _____

Project Worksheet #3

Intern's Name _____ Name of Organization _____

OBJECTIVE: Define the project specifically. How does this relate to the goals of the program and the learning potential of your internship? What will you learn from this project?

I. **METHOD:** How do you plan to go about completing this project? What are the steps involved in this project?

II. **EVIDENCE:** What tangible evidence will you produce to show or demonstrate that the project is completed, or that your responsibilities as defined are completed?

III. **EVALUATION:** What criteria should be used to evaluate whether you accomplished your goals and objectives with this project?

Intern Name _____ Intern Signature _____

Date _____

Supervisor Name _____ Supervisor Signature _____

Date _____

Faculty Name _____ Faculty Signature _____

Date _____

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Internship Supervisors Evaluation

To assist in the continued development of the Intern, the supervising employer should complete this form no later than **November 30th, 2017**. The value of the work experience depends on good communication and coordination between the supervisor and student. **We ask that you discuss your evaluation with the student.** If there is anything else you would like to add, please feel free to add additional sheets. *Please note: This form is necessary for the student to receive his/her final grade.*

Intern's Name _____

Organization _____

Date: _____ Supervisor's initials _____

PART1. *Please place an X in the appropriate box that best describes the Intern's performance*

	Unacceptable	Below Average	Average	Above Average	Exceptional
	1	2	3	4	5
Attendance					
Promptness					
Dependability					
Initiative					
Quality of work					
Ability to work independently					
Communication skills					
Assertiveness					
Ability to relate well to others					
Problem solving ability					
Decision making ability					
Overall professionalism					

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Part 2. INTERN OBSERVATION GRADING FORM

RUBRIC: 1 Minimal understanding 2 Basic understanding 3 Completed
4 Thorough 5 Exemplary

ELEMENTS EVALUATED	Minimal Understanding (1)	Completed(3)	Exemplary(5)	SCORE
The intern conducted oneself in a professional manner	The Intern violated one or more elements of the Code of Professional Conduct. Consistently failed to project a professional appearance. (1)	The Intern acted professionally in accordance with the Code of Professional Conduct. Normally projected a professional appearance. (3)	The Intern exemplified professional behavior and set standards for others. Always projected a professional appearance. (5)	
The intern worked collaboratively with colleagues	The Intern did not seek regular and ongoing dialogue with in order to identify areas for learning and to set goals for professional development and growth. (1)	The Intern engaged in regular dialogue with colleagues in order to identify areas for learning and to set goals for professional development and growth. (3)	The Intern showed consistent efforts to seek out additional sources of expertise to identify areas for growth and professional development. (5)	
The intern demonstrated initiative and enthusiasm	The Intern demonstrated no initiative and appropriate enthusiasm about his/her own learning and daily responsibilities (1)	The Intern showed initiative and ongoing enthusiasm about his/her own learning and daily responsibilities (3)	The Intern went above and beyond his/ her assigned responsibilities to take on a leadership role. (5)	
Demonstrated good oral and written communication skills.	The Intern does not communicate clearly or audibly. Written language frequently contains grammatical and/or syntactical errors. (1)	The Intern communicates clearly and audibly. Spoken and written language is generally grammatically and syntactically correct. (3)	Both written and oral communication are exemplary and set a standard for others to emulate. (5)	
Requirements are completed in a timely manner.	The Intern is consistently late in meeting deadlines or dates as established in concert with the supervisor. (1)	Requirements are consistently met and deadlines and dates are adhered to. (3)	Requirements are not only timely, but may be submitted early. (5)	
SCORE				

-----Supervisor's Initials

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PART 3. Narrative

1. Please identify the Intern's strengths in terms of skills needed for this internship.
2. Identify the Intern's limitations in terms of skills needed for this internship.
3. What further skills and/or training should the intern develop?
4. What suggestions do you have for improving the Internship Program?

Thank you!

Supervisor's Name: _____ Supervisor's Signature: _____

Title:

Telephone:

Address:

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Internship Evaluation by the student intern

Name of student _____

Name of employer/supervisor _____

What satisfaction rating do you anticipate receiving?

Excellent Very Good Good Average Below Average

Would you recommend this internship to one of your friends?

Yes No Undecided

Have you had a discussion with your supervisor about your performance during the internship?

Yes No

Did your supervisor give a clear outline of what the expectations were of the internship and what types of projects you would be involved in?

Yes No

I was given clear direction on projects and my supervisor was available to ask questions.

Yes No

The projects assigned gave me new skills and knowledge applicable in the workplace.

Yes No Undecided

How would you describe your internship experience?

Exceeded expectation Met expectation Below expectation

Suggestions for improvement _____

