

BUS 4250 – ADVANCED INTERNSHIP

(1-9 credits available)

Students wishing to complete the advanced internship course should meet the following guidelines:

- College of Business Major or Minor
- Have completed a minimum of 60 credits
- Have completed a minimum of two 3000 or higher business courses
- Have a business internship that will qualify for advanced credit (to be determined on a case-by-case basis)
- Business-related job duties should be over 50% of time spent on the position
- Work a minimum of 30 hours per week in order to earn 6 credits (interns earn 1 internship credit for approximately every 5 hours worked during a week)
- Self-employment work experiences may not qualify for internship credit. They will be evaluated on a case-by-case basis.

As a College of Business intern you will complete specific outlined coursework to receive academic credit for your internship. The coursework must be completed while you are working as an intern. Because you will complete and submit all assignments using WebCT, it is important for you to have reliable internet access during the internship.

During the first few weeks of the internship course, you will define and submit learning objectives for approval. The learning objectives should include new or expanded responsibilities or learning opportunities beyond those experienced during previous periods of employment. Well-defined objectives will serve as a basis for a fair and adequate evaluation and assessment of your progress during the internship.

About mid-way through the internship you will receive a progress check from an internship coordinator. If you are working in Cache Valley or along the Wasatch Front you should expect an on-site visit. In these cases, the internship coordinator will travel to your work site to meet with you and your work supervisor. Most visits are brief, lasting approximately 20 minutes. If you are working outside of Cache Valley or the Wasatch Front, the progress check may be made via a conference call. During the progress check, the student intern, the work supervisor and the internship coordinator will discuss the progress being made toward accomplishing the learning objectives.

At the end of the internship both you and your work supervisor will complete a formal evaluation to rate the accomplishments you made during the internship. You will also complete a 3-5 page final writing assignment detailing the completion of the learning objectives.

To enroll in the internship course, please complete the online internship approval form (www.usu.edu/cob/ceo - click Distance Ed under the internship menu) approximately 2 weeks prior to the start of the semester. An internship coordinator will then contact you to make final arrangements for the internship course.

LEARNING OBJECTIVES

Once the internship is underway, you'll define 5 learning objectives to accomplish during the internship period. A learning objective is a goal that you set for yourself to be accomplished through your work experience. It will require that you learn or make use of some new habit, skill, or information. Progress towards meeting those objectives will be the most important determinant of your grade. Both you and your work supervisor will rate your progress at the end of the internship.

Well-defined objectives will serve as a basis for a fair and adequate evaluation and assessment of the progress you make during your internship.

SAMPLE LEARNING OBJECTIVES:

SAMPLE OBJECTIVE #1

What is the task to be completed? Complete digital imaging of all Capital Markets customer files (1,396 total)

How do you plan to accomplish it? Prepare the files and scanning into the computer system, indexing the information, and releasing it into the database.

How will the task be measured/evaluated (be specific)? It will be measured by when the files are all completed.

When will the task be completed? July 30

SAMPLE OBJECTIVE #2

What is the task to be completed? Correct and maintain Accounts Receivable.

How do you plan to accomplish it? By reviewing all files and matching payments to actual bills and correcting all errors in QuickBooks.

How will the task be measured/evaluated (be specific)? This will be evaluated by examining the A/R Aging summary at the end of each month.

When will the task be completed? The A/R will be corrected by July 1, and maintained throughout the internship.

SAMPLE OBJECTIVE #3

What is the task to be completed? I will assist with the preparation of administrative cost center analysis.

How do you plan to accomplish it? I will follow outlined reporting instructions created by Schwan's.

How will the task be measured/evaluated (be specific)? Task performance will be evaluated by my supervisor.

When will the task be completed? The "Admin/Law" report is due by the end of Day 6. The others are due to be sent out on Day 7, if possible.

SAMPLE OBJECTIVE #4

What is the task to be completed? I will be training users on Crystal Reports.

How do you plan to accomplish it? By developing a training curriculum, the users will be able to be trained on Autoliv specific standards as well as the databases that they will most often use.

How will the task be measured/evaluated (be specific)? Once I have completed the training, the users are given a practice report to write. If they show proficiency with Crystal Reports and their data (minimal questions, quickness, etc.), then I will give them access to write Crystal Reports. Not all attendees are expected to gain access after this class, although desired.

When will the task be completed? The training will take place June 7-10th.