

PEPPERDINE UNIVERSITY
THE GEORGE L. GRAZIADIO
SCHOOL OF BUSINESS AND MANAGEMENT

GSBM 695.11
(FULL-TIME INTERNSHIP COURSE)

SUMMER 2016
(MAY 2, 2016 – AUGUST 5, 2016)

MALIBU: BECKMAN MANAGEMENT CENTER

SYLLABUS

**Internship Course
GSBM 695-11
Summer 2016**

Faculty Advisors:

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**Career Management Center
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Program Office:

Jessica Weaver (Lead)
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Introduction

An internship is a supervised opportunity to apply what students have been learning in a functioning organization. MBA and MS students should check with the Program Office and their Academic Advisor to determine if they are required or eligible to take a full-time summer internship course. Students who are required to do a full-time summer internship will be enrolled in the course by the Program Office. Being enrolled is a necessary first step in taking and successfully completing the internship course. Students work with their career service counselors to find and select an internship. All students are required to post their resumes in The Career Portal. Once an internship is selected an updated Internship Profile is posted in the Career Portal. **All internships must be qualified by a career services counselor and approved by a faculty advisor before work begins.** Any required paperwork (such as the University Liability form) will then need to be completed. When the summer semester officially begins students are able to begin their internship work and realize their expected learning outcomes. If students are non-U.S. Citizens they will also need to work closely with the Office of International Student Services (OISS) in addition to Career Services and the Program Office. Actual course work for the internship will be assigned and tracked using Sakai.

Course Description

From a course perspective an internship course is a learning opportunity. Specifically, an internship course is intended to provide students with a supervised opportunity to apply what they have been learning in their graduate courses. Working under the guidance of a faculty advisor the student documents his/her expected learning outcomes and use of graduate skills for an internship. At the end of the internship an assignment survey is taken which documents the learning outcomes realized, skills used, and asks the student to assess the value of the internship from a learning experience and a career development perspective. **Some internships will also require project deliverables to be submitted and reviewed for the course.** This course is graded CREDIT or NO CREDIT.

Course Objectives

1. To ensure that all students of the Graziadio School programs enrolled in an internship course can clearly identify which graduate skills they will use and what learning outcomes are expected for an internship.
2. To provide on-demand access to faculty, career service counselors, and available resources (such as databases and analytical tools) to enhance the learning experiences and career development outcomes of an internship.
3. To share successes and achievements with members of the Graziadio School community.
4. To document what career development prospects occurred and what learning experiences and outcomes were realized.

Grading

All internship courses in the summer 2016 semester will be graded CREDIT or NO CREDIT. Students are required to update their Internship Profile in The Career Portal as a pre-requisite for the course. Three assignments will be scored in this summer's course. Student who receive a course total score of at least 80 of 100 points will receive a CREDIT grade.

The main assignment in the course is the Learning Outcomes Achieved Report which is worth up to **80 points**. This end of term assignment must be completed and posted on or before **July 29, 2016**.

On May 6, 2016 a list of students who participated in the Spring Webinar or watched the recording will be compiled and each student who has done so will **be awarded 10 grade points**.

During the summer semester students doing internships can also receive **10 points** for accessing and reporting an internship success or accomplishment in the **Successes and Achievements Forum** in Sakai. Posting can be made from **May 9, 2016 to August 5, 2016**.

Students doing internships outside the United States, internships in family businesses, eInternships, internships with early start-up companies, or internships in organizations where their job duties are not clear uses of their graduate skills are required to do a project with a tangible deliverable to pass their internship course. Deliverables will be discussed and agreed to with the faculty advisor before internship work begins.

Faculty advisors will also be available “on demand” during the summer semester. This service is called the Internship “Hotline”. Students who encounter a learning experience issue, such as doing work that does not use their graduate skills, can call or email a faculty advisor when the issue arises. Students are urged to contact a faculty advisor as soon as such an issue is recognized. **Please use the contact information provided above.**

Students who will be graduating at the end of the term and are taking the internship course should contact the Program Office and must complete all course materials in compliance with final grade submissions to be eligible for graduation.

Course Requirements and Assignments

Students need to complete **two pre-requisites for the course**. Resumes must be posted in The Career Portal. An updated Internship Profile must also be posted. Any forms and paperwork (such as the University Liability form) and CPT paperwork for international students should also be completed.

Career counselors and the faculty advisors will review student Internship Profiles when internship offers to insure that they meet program requirements.

There are three CORE assignments for this course. The first is to participate or review the recording for the summer 2016 Internship Webinar. The Webinar was held on March 14, 2016. Students who participated in the Webinar session or reviewed the Webinar recording **by May 4, 2016 will receive 10 points** Information on where to find the recording should be directed to a Faculty Advisor.

The second CORE assignment is to post at least one internship success or achievement on the **Successes and Achievements Forum** in Sakai. Postings can be done between **May 9, 2016 and August 5, 2016**. Students who post on this Forum will receive **10 points**.

The third and final CORE assignment is the Learning Outcomes Achieved Reports filed on or before **July 29, 2016**. The report is a Qualtrics survey. The link can be found along with instruction in the Assignments folder in Sakai. The report is worth a maximum of **80 points**. The survey includes a self-assessment of the internship learning outcomes realized as well as a qualitative scoring section about the learning experience and graduate skills used in the internship.

Course grading for the internship will be done by a faculty advisor. Any grading questions should be directed to a faculty advisor. **Students must receive a minimum of 80 points to receive a CREDIT grade in the course.**

Students who are required to submit project deliverables to document their use of graduate skills must send their reports/papers for review to their faculty advisor no later than July 29, 2016. These deliverables must be received and reviewed before a CREDIT grade can be posted even if the CORE assignment scores are 80 points or higher.

Whether an internship is paid or unpaid, the course pre-requisites, requirements and assignments documented in this syllabus must be successfully completed. Employers offering unpaid positions may ask for a letter confirming that course credit will be earned. This is often the case for companies in the entertainment industry. Contact the Program Office if a letter confirming course credit is requested.

Policies

University Code of Ethics

The University Code of Ethics is found on page 13 of the [2013 - 2016 Academic Catalog](#).

Originality of Work

This course may require electronic submission of essays, papers, or other written projects through the plagiarism detection service Turnitin (<http://www.turnitin.com>). Turnitin is an online plagiarism detection service that conducts textual similarity reviews of submitted papers. When papers are submitted to Turnitin, the service will retain a copy of the submitted work in the Turnitin database for the sole purpose of detecting plagiarism in future submitted works. Students retain copyright on their original course work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website. You may request, in writing, to not have your papers submitted through Turnitin. If you choose to opt-out of the Turnitin submission process, you will need to provide additional research documentation and attach additional materials (to be clarified by the instructor) to help the instructor assess the originality of your work.

Calendar

This Calendar identifies key course milestones and timelines for the summer 2016 internship course. Please refer to the previous sections of this syllabus for details on the requirements and assignments.

Calendar and Milestones

First day students can begin internship work	April 20, 2016
Last day to earn points for Spring Webinar participation or review	May 4, 2016
Successes and Achievements Forum open	May 9, 2016
Internship Faculty Advisor “Hotline” opens	May 9, 2016
Last day to begin an internship	June 13, 2016
Last day to earn points for postings in Forum	August 5, 2016
Internship Faculty Advisor “Hotline” closes	August 5, 2016
Last day to post Learning Outcomes Achieved Report (Project Deliverables (if required))	July 29, 2016
Summer internship course ends	August 5, 2016
Grades posted	August 11, 2016