



**BU 4600 – Business Internship Course**  
Plymouth State University – CISabroad  
Internships for Credit

**Course Description:**

This course is designed to give students meaningful hands on experience in the field of Business by applying the knowledge and skills learned in course work to on the job assignments and responsibilities at the host organization. The final grade for the course will take into account participation, learning, thoroughness and quality of assignments, and supervisor feedback. This course is offered for 3, 6, 9, or 12 credits.

**Course Requirements:**

To be eligible for the Business Internship Course, a participant must have at least 60 credits (approximately 2 years of university), a GPA of 2.5 or higher, and must be a business major or minor.

**Course Plan:**

Participants will be required to complete a Pre-Departure Paper (3 page minimum) that explains the purpose, goals, objectives, and expected outcomes of the internship. Specifically, the participant will list at least 5 goals relating to personal or professional development and will also explain why he or she believes that these particular goals are important for his/her future success.

Four [‘Guided Internship Journals Entries’](#) are required to complete the course. These entries will ask students to reflect on four key areas of the internship experience: Pre-Departure expectations; Reconciling expectations with reality; Internship learning and closure; and Re-entry and practical application. The Journal entries are due throughout the internship program. Two will be due at the mid-point and two more will be submitted at the end.

Course participants will complete an online Mid-Term Self-Evaluation that critiques their progression towards their goals and assesses their learning.

For the final paper, students must write an 8 – 10 page [culminating essay](#) that will ask students to think critically about their internship experience and whether or not their goals and objectives were reached. In addition, the essay will serve as a place for students to reflect on how the internship experience will impact their future plans and goals.

**Grading/Scoring/Methodology:**

Students will be graded based on the following numerical breakdown: A = 90% or higher, B = 80% or higher, C = 70% or higher, D = 60% of higher, F = 59% or lower.

The Pre-Departure Paper, journal assignments, self-evaluations, and Final Essay will be assessed based on the [Scoring Rubric](#).

The participant's supervisor will be required to fill out a mid-term evaluation. This evaluation will be used to confirm the number of hours worked as well as the participant's contribution and participation at the internship. Supervisors will rate students based on criteria that will reflect what the student has learned, how they have grown, and the work they have done.

Late assignments: Any assignment turned in late will be deducted 10% of the total number of points possible. If the assignment is over one week late, 25% of the total number of points will be deducted. No points will be given for an assignment that is turned in more than 2 weeks late.

Optional Assignment: Video Project! Participants can opt to submit a short video to replace a previous journal entry or to take the place of a future journal assignment. The video should be approximately 3-6 minutes long and should be of the same spirit and theme as the journal it is replacing.

### **Grade Card**

<b>Assignment</b>	<b>Grade</b>	<b>Total points possible</b>	<b>Due Date</b>
Pre-Departure Paper		75	One week after arrival
Journal #1		50	Mid Term
Journal #2		50	Mid Term
Mid Term Self-Evaluation		50	Mid Term
Mid Term Supervisor Evaluation		50	Mid Term
Journal #3		50	End
Journal #4		50	End
Final Essay		125	One week after program ends
Total		500	

A = 470 or higher, A- = 450 – 469, B+ = 435 – 449, B = 415 – 434, B- = 400 - 414, C+ = 385 – 399, C = 365 - 384, C- = 350 – 364, D+ = 335 – 349, D = 315 - 334, D- = 300 – 314, F = 299 or lower

Credit is given according to the number of hours worked:

- Minimum 120 contact hours for 3 credits
- Minimum 240 contact hours for 6 credits
- Minimum 360 contact hours for 9 credits
- Minimum 480 contact hours for 12 credits

Participants who do not complete the required number of hours at their internship will receive the lesser amount of credit.

### **Add/Drop Period and Withdrawal:**

The first week of the program is an add/drop period in which participants can drop the credit bearing course with no academic penalty.

Participants will be able to withdraw from the credit bearing course up until the midterm assignments are due. A withdrawal before the midterm assignments are due will still result in a transcript, but with the grade of withdrawal. There is no option to withdraw after the midterm assignments are due.