COURSE DESCRIPTION:
The Business Student Internship Program (BUS 5880) is designed for undergraduate students interested in receiving academic credit for their internship. The weekly assignments are constructed to help students think intentionally about their internship experience, career goals, and professional development.

COURSE OBJECTIVES:
Students will:
- Obtain on-the-job experience related to an academic major or to a career goal
- Obtain supervision and training by a professional in a job setting
- Establish specific learning objectives and goals for the internship
- Receive written feedback and evaluation from the supervisor in the job setting
- Summarize and evaluate the internship experience

STUDENT CODE:
Students are expected to abide by the University’s Student Code of Rights and Responsibilities, which specifies proscribed conduct that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully (http://www.regulations.utah.edu/academics/6-400.html) and know they are responsible for the content.

ACCOMMODATIONS:
The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 801-581-5020. CDS will work with you and the instructor to make arrangements for accommodations.

ASSIGNMENT SUBMISSION:
All written assignments for this course will be submitted electronically via Canvas. Students can access computers at the Marriott Library, Union, and other labs across campus. You are responsible for making sure your assignments, including attachments, are received before the deadline.

COMPLETION GUIDELINES:
The duration of this internship program is 13-weeks. To complete on-time you will need to finish all requirements by the last day of class. There is a 60-day grace period following the completion of this academic internship timeline. If the internship is not completed, an automatic grade of “No-Credit” will be assigned after these 60 days following the due date of the final paper.

ASSIGNMENT DESCRIPTIONS:
After you have registered for BUS 5880 credit, then submit the following assignments by uploading them through the course Canvas page.

Due During Week #12
SUPERVISOR FINAL EVALUATION:
Have your employment supervisor fill out the final evaluation form. Meet with him/her to discuss the evaluation. Submit the signed evaluation to your counselor.

Due During Week #13
FINAL PAPER (3-4 pages double spaced):
Please write a 3-4 page paper detailing the three learning objectives you identified at the start of the semester and analyze the progress you have made on each of these objectives. Discuss...
- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
Articulate how these learning objectives are relevant to your major and/or career goals
Give examples of how you might include this on your resume or discuss in an interview

AFTER FINISHING YOUR INTERNSHIP:
- After submitting your final paper to your counselor, contact him/her to verify that you've completed all internship requirements satisfactorily.
- Remember to keep copies of all of your assignments until after your credit is officially posted.
- Stay in touch with your counselor for free personal assistance at UCMC and University Career Services. He/she can help you to:
  - Polish your resume and cover letter
  - Practice interviewing and networking skills
  - Leverage your experience to negotiate the best salary

- Sign up for workshops to prepare you for career fairs and interviewing
- Use the job postings in UCareerLink, CareerShift, and GoinGlobal (in UCareerLink’s Resource Library)
- Connect with recruiters from major companies conducting on-campus interviews
- Keep your UCMC Counselor updated on your job search- report any placements or job offers.

Internship Checklist (0.5-1.0 Credit Hours)

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<tr>
<th>Timeline</th>
<th>Assignments</th>
<th>Completion Date</th>
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| Set up                  | International students seeking CPT approval will submit the following to their academic advisor. All other students will submit the following to their UCMC career counselor.  
  - Offer letter from employer
  - Three learning objectives
  - Student Information Sheet & Learning Agreement |                 |
| First week of class     | □ Submit your three learning objectives (signed by your supervisor) through canvas. |                 |
| Before the last day of class | □ Submit Learning Summary through canvas (2-4 pages, log in to canvas for detailed instructions)  
  □ Submit completed/signed Employer Evaluation through canvas |                 |