MGMT 497/697
Internship
Spring 2012

Instructor: Karen M. Ross, MBA, SPHR
Office: ASM 2125
Email: hrmanswers@msn.com (best method for communication)
Office Hours: Wednesday & Thursday 3:00 – 4:00 p.m. & by appointment

Course Description

The purpose of the internship course is to enable Anderson School of Management students an opportunity to gain valuable work experience within an organizational environment while earning credit for an elective course in the student’s concentration area in his/her degree program. Therefore, this experience is more than simply an experience practicum rather it is targeted to complement the academic work completed by the student in his/her concentration area so that the business education experience is enhanced.

Each student will be responsible to secure an internship related to his/her concentration area with an organization that has agreed to provide the internship. Students must secure an internship either before the start of the semester or within the first week of the start of the semester so that the agreement on the academic deliverable of their internships with their internship concentration advisors could be successfully reached by the last day to add a course in the semester. All available internships are listed in Lobo Career Connection, UNM’s internship and job posting system for students and alumni.

Course Objectives

The main objectives are:

- To increase the student’s experiential learning and provide a setting in which he/she can integrate theory with practice.
- To get an agreement on the academic deliverable with the internship concentration advisor to prove his/her knowledge gained through the internship.
- To get practical work experience in an organizational environment.
- To gain a more comprehensive understanding of the various management functions within the student’s concentration area.
- To develop high level reasoning and analysis skills to propose solutions to real business problems within the student’s concentration.

Textbook(s)

No required textbook for the course. However, the student’s internship concentration advisor may recommended one or more textbooks if necessary.
Internship Requirements

- Intern must work at least 160 hours during the semester to receive 3-hour course credit
- Intern must have successfully completed at least six (6) credit hours of prior concentration coursework
- The internship must apply to the student’s concentration area
- Like all other elective courses in the concentration, this course may only be taken one time for credit towards the completion of the degree
- Intern must have an employer internship supervisor to train, mentor, and evaluate him/her
- Internship can be a paid or unpaid position; if unpaid the Internship must meet Department of Labor ‘test for unpaid Interns’ (http://www.wagehour.dol.gov)
- Internship must be completed within the semester the student is registered for the course, that is, credit for past work cannot be applied
- Students will prepare resume and provide to employer
- Diary of activities will be kept as part of overall work file
- Performance evaluation of the student by employer internship supervisor must be mailed to the course instructor

Academic Deliverable

To receive academic credit for the internship, the student and his/her internship concentration advisor should come to an agreement on the academic deliverable. The exact form of this academic deliverable is left to the discretion of the internship concentration advisor. However, the internship concentration advisor would check that: (a) the learning was commensurate to, or exceeding that of, 3 credit hours of classroom instruction; (b) the learning was focused within the concentration area of the student; and (c) the student has attained proficient mastery of the material related to the internship.

Possible academic deliverable could include (but not limited to) one or more of the following:
- A written and/or oral report
- Quantitative and/or qualitative results of the internship project (validated by the employer internship supervisor)
- Interim status reports
- Oral and/or written examination
- Summary report and recommendations from the employer internship supervisor

Steps to follow to Register for this Course

1. Students and internship concentration advisors will be provided access to the database of ALL available internships and their summary information for them to select/advise appropriate internship.
   - All internships are listed in Lobo Career Connection, UNM’s internship and job posting system for students and alumni.
   - Go to either https://unm-csm.symplicity.com or go to https://jobs.mgt.unm.edu and click on Lobo Career Connection.
Click on student, your username is your work e-mail and your temporary password is asmjobs1. You will need to change that when you get into the system.

- Click on “job postings” on the left side of the page, click on “Position type” and then either choose from industry or job function to search internships.

2. After a student has secured an internship that is related to their concentration, the student will complete the **Internship Agreement and Information Sheet** which can be found under Internships@Anderson, [www.mgt.unm.edu](http://www.mgt.unm.edu). The internship concentration advisors signature should be obtained first, as credit for the internship is subject to faculty approval. Once the agreement form has been approved and signed by all parties, a copy should be submitted to Professor Ross in order for her allow admission to the class.

3. Student will then contact Professor Ross to register for 497/697 since it is a restricted course.

**Special accommodations**

If you are a qualified person with disabilities who might need accommodations, please communicate with me as soon as possible so that we may assist you in meeting your needs by working with your internship provider to see if those needs could be met.

**Grading Scale**

The following is the default grading scale. Individual internship concentration advisor however may decide to adjust this grading scale but pluses and minuses will be assigned for all letter grades, excluding failures.

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<td>89-88%</td>
<td>C+</td>
<td>79-78%</td>
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**Grading Criterion**

- Completion and quality of the Academic deliverable 75%
- Completion of final folder to include the items described above 5%
- Completion of bi-monthly summary of activities in support of academic deliverable 10%
- Completion of Employer Evaluation by the student 5%
- Completion of Student Evaluation by the employer internship supervisor 5%
Due Dates

1) **April 30, 2012** – Submission of the complete Final folder (see below) to the course instructor

2) **1st & 15th of February, March, April** – Submission of bi-weekly summary of activities in support of the academic deliverable to the course instructor

3) **4/27/12** – Submission of Employer Evaluation by the student to the course instructor

4) **4/27/12** – Submission of Student Evaluation by the employer internship supervisor to the course instructor

Final Folder

The Final Folder is due on 4/30/12, however it must be turned in a week before the due date if the student is in his/her graduation semester, to make sure that the course grade is reported on time. The final folder should contain the following:

1. Your objectives for the internship
2. Hours worked statement from the internship provider
3. Your resume
4. Overview of your concentration area (human resources, marketing, operations, etc.) and the context of the internship within the concentration
5. Description of the organization and the department to which you were assigned
6. Outline of the management structure, finances, and personnel
7. The agreed upon academic deliverable
8. Strengths and weaknesses of the organization
9. Recommendations for the organization
10. Personal conclusions of what you have learned and accomplished (How well did you reach your objectives?)

Internship Concentration Advisors

Accounting – Craig White
Entrepreneurial Studies – Raj Mahto
Finance – John Schatzberg
Human Resource Management – Karen Ross
Information Assurance – Alex Seazzu
IFDM – Nick Flor
IM (and in Latin America) – Dante Digregorio
MIS – Nick Flor
MOT – Sul Kassicieh
Marketing Management – Mary Margaret Rogers
Operations Management – Doug Stewart
Organizational Leadership – Scott Taylor