BUS:3100 Academic Internship  
Tippie College of Business  
Sample syllabus

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Enrollment Requirements
To be approved for the academic internship course, students must meet the following criteria:
- Internship must relate to student’s academic coursework and/or professional goals
- Job responsibilities similar to those of entry level employees, with both training and projects
- Supervision by a professional with expertise and educational or professional background in the field
- Student must be a Tippie College of Business or pre-business student
- Student has already accepted internship offer prior to enrolling in this course
- A company representative must provide an official offer letter for the position
- Internship must last for the majority of the academic term of this course
- Internship may be full or part-time for numerous days each week (10 hours is the absolute minimum)

Course Description
This academic internship course pushes students to make connections between their internship experiences, academic coursework, and career goals and to gain as much awareness, knowledge, and skill out of the internship as possible. Each of the required academic assignments are designed with these objectives in mind. The class does not meet in-person or at any particular time online, but the assignments must be submitted online by specified deadlines. This course meets the Tippie RISE requirement for graduation with a Bachelors of Business Administration.

Learning Objectives
Specific learning objectives for students include:
- Establish learning goals for their internship
- Assess progress towards meeting learning goals throughout the semester
- Evaluate their performance in the internship
- Understand the relationship among internship experience, major, and intended career path
- Explore and clarify career goals based on internship experience
- Identify and develop professional skills
- Apply business concepts and practices from BBA coursework to the workplace
- Develop connections to professionals and the company or organization

Grading Policy
This course is graded Satisfactory/Unsatisfactory (S/U). In order to successfully complete the course, students must complete all three assignments; no extra credit work will be provided. If a student discontinues the internship before the initially set end date, the student must notify the instructor in a timely manner in order to find out if the course can still be completed.

Complementary Academic Component
Academic work for this course is designed for students to document their efforts and reflect on their learning and professional growth throughout the internship. The due dates are intentionally set to help students get the most out of their internship experience by setting goals at the beginning of the internship, analyzing their progress halfway through the experience, and evaluating their performance upon completion of the term.
The first two assignments (internship agreement and mid-summer reflection journal) must be uploaded to the ICON dropbox as Word or PDF documents. Assignments not uploaded to ICON or not in the correct file type will not receive credit. The third assignment (self and supervisor evaluations) must be completed through a survey link that will be emailed to both you and the supervisor you reported when you requested to enroll in the course. **If your supervisor changes at any point during the internship, you must notify the course instructor right away.** If you are unable to get an evaluation from your supervisor, you must notify the instructor in advance of the due date to request an alternate assignment.

Refer to ICON for detailed assignment instructions.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Internship agreement</td>
<td>End of second week of class</td>
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<tr>
<td>Mid-term reflection journal</td>
<td>Half-way through semester/summer session</td>
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<tr>
<td>Self-evaluation &amp; Supervisor evaluation</td>
<td>At end of semester/summer session</td>
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**Cheating and Academic Dishonesty**
The University of Iowa prohibits dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are all examples of academic dishonesty. During the academic term, **the instructor will verify internships by calling at least 20% of the internship supervisors, selected at random.** An internship supervisor may also be called if questions arise about the details of the internship. If a student fabricates any details of the internship or does not complete the assignments on their own, the student may receive a “U” for the class and disciplinary action from the College and possibly the University including up to a possible expulsion; for more information visit: [http://tippie.uiowa.edu/undergraduate/honorcode.cfm](http://tippie.uiowa.edu/undergraduate/honorcode.cfm)

**Electronic Communication**
University policy specifies that students are responsible for all official correspondences sent to their standard University of Iowa e-mail address (@uiowa.edu). Because this course does not meet in person, the instructor will communicate with students through email, so it is especially important that students frequently check their University email account.

**Accommodating Disabilities**
In compliance with the Americans with Disabilities Act, all qualified students enrolled in this course are entitled to *reasonable accommodations*. It is the student’s responsibility to inform the instructor of any special needs before the end of the second week of class. Please refer to the Office of Student Disability Services (3015 Burge Hall, 335-1462) for more details.

**Sexual Harassment**
The Tippie College of Business (TCOB) and the University of Iowa are committed to providing students with an environment free from sexual harassment. If you feel that you are being or have been harassed or you are not sure what constitutes sexual harassment, we encourage you to visit [http://www.sexualharassment.uiowa.edu/index.php](http://www.sexualharassment.uiowa.edu/index.php), and to seek assistance from department chairs, the Dean’s Office, the University Ombuds Office, or the Office of Equal Opportunity and Diversity.