

## **SUMMER INTERNSHIP**

**Barcelona, Spain**

**Beijing, China**

**3-6 credits**

### **OVERVIEW**

The purpose of an internship is to gain valuable work experience in a professional environment and reflect on the experience through academic assignments and regular communication with a faculty advisor. Academic credit is awarded for learning, not the work experience.

### **REQUIREMENTS**

- Complete at least 144 internship hours for 3 credits or 288 hours for 6 credits.
- Meet with your faculty advisor on a regular basis.
- Submit a detailed Journal Entry each week for the duration of the internship.
- Submit a Manager Interview by the end of the second week of the internship.
- Submit an Internship Report by the end of the internship.

### **LEARNING OBJECTIVES**

1. Student will be able to articulate and apply principles learned in and outside of the classroom.
2. Student will complete assignments that encourage in-depth reflection of the internship experience.
3. Student will gain self-understanding, self-confidence, and interpersonal skills.
4. Student will develop work competencies for a specific profession or occupation.
5. Student will explore career options, and gain general work experience.

### **ASSIGNMENTS & GRADING**

#### **Journal Entries (15%)**

Journals are the primary place for demonstrating meaningful reflection of your experience, resolve problems and challenges, and document observations and feelings relating to your internship. The goals of the journal are:

1. To provide a forum for reflection on the internship experience (i.e. observations, projects/tasks, challenges, etc.);
2. To provide an opportunity to highlight the progress towards achieving the learning objectives;
3. To provide a venue for the faculty advisor's monitoring, coaching, and assessment of the internship experience.

**Manager Interview (15%)**

Interview your internship manager. The purpose of the assignment is to help you understand the difficulties and advantages of working in an international environment. The report should be no more than 2 pages, but should include:

- What experiences/issues did the manager identify as most challenging, most satisfying, and most puzzling?
- What advice would the manager give to others managing employees from different cultures to ensure success?

**Supervisor Evaluation (15%)**

Your internship manager should complete a final performance appraisal at the conclusion of the internship. The appraisal should be emailed directly to your faculty supervisor.

**Faculty Advisor Evaluation (10%)**

Your faculty advisor will assess your performance and learning based on a variety of criteria, including attendance, punctuality, preparedness, journal entries,

**Internship Report (45%; due at end of internship)**

Prepare a 5 page written analysis of your internship. The report should contain the following sections:

*Company Description*

A brief description of the company for which you are working. This should include the nature of the products and services offered and a profile of the customers who use them. You may also provide brochures or collateral material that further describes the company.

*Job Description*

Your job description should be written in third person as if you, acting as a manager, were writing it for a new employee/associate. It should be written in outline form, except for the job summary section. Headings should be used to identify each of the job description sections. A list should be provided to indicate all duties performed by the individual in this position.

*Company Evaluation*

The purpose of this section is to provide an overview of your department as well as the entire company. You will be expected to conduct personal interviews with selected managers and to complete company research.

- Review the owners of the organization and parent organization.
- Review the organizational structure of the parent company, the local organization, and the department where you are assigned. Show organizational charts where possible.
- Compare the formal and informal lines of communication. How would they compare with other organizations you have worked?
- Are there good communication and working relations between various departments? Consider sales, marketing, manufacturing, R&D, purchasing, finance, accounting and legal.
- Would you describe the work environment as pleasant, tough, neutral or threatening?
- Do others make suggestions to their supervisors? In what capacity?
- Do you see any personnel problems in the work environment; if so, explain.

*Personal Assessment*

Reflect on the entire internship experience and think about both the positive and negative aspects of your internship. This section should address the following questions and issues:

- To what extent have you learned new disciplines for learning and managing your time?
- Have your career goals been reinforced or have you decided to alter your original goals?
- What new skills have you acquired and what present skills have been reinforced?  
Consider the full range of skills: leadership; technical; communication; artistic; social; political and others?
- What specific techniques have you learned which will improve your interpersonal skills?  
How will these improve your ability to be a successful manager?
- How could your internship experience have been more beneficial? What were the most positive and negative aspects of your experience?
- What suggestions would you make for improving this internship experience?