

**Southeastern University**  
**College of Business and Legal Studies**  
**2008-2009 Student Internships**  
Course Code: XXXX 4903

**Mentors:** Professor Christopher Fairchild  
Professor Carolyn Holton  
Professor Ric Rohm  
Professor David Royer  
Professor Timothy Welch

Office Location: College of Business & Education Building

**University Mission Statement:** Southeastern, a dynamic, Christ-centered university, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the Spirit of Christ.

**Course Description:** (Prerequisites: Junior standing and at least a 2.5 cumulative GPA) This class requires work experience, on and/or off campus, in an organization providing on-the-job training in business field. The intern will be supervised by a faculty mentor and a supervisor in the organization and will report work experience through written and verbal reports to the faculty mentor. This experience may be substituted for three hours of business electives. Internships are approved by the faculty mentor or Dean of the College of Business and Legal Studies.

**I. Available Internships:**

Listed below are the available internships in the College of Business and Legal Studies and their respective faculty mentors:

**ACTG 4903-Accounting Internship** (Professor Fairchild)

**Catalog Description:** This class requires work experience, on and/or off campus, in an organization providing on-the-job training in accounting. The intern will be supervised by a faculty coordinator and a supervisor in the organization and will report work experience through written and verbal reports to the faculty coordinator. This experience may be substituted for three hours of business electives.

**Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Understand how material learned in the classroom is applied in an organizational setting.
2. Perform detailed procedures in a specific area of accounting or taxation as set forth in an internship learning agreement.
3. Provide professional quality presentations relating to the learning experience using both written and verbal skills.

### **CRIM 4903 – Criminal Justice Internship (Professor Welch)**

**Catalog Description:** This elective course requires work experience, on and/or off campus, in an organization providing on-the-job training in criminal justice, this includes police academies. The intern will be supervised by a faculty coordinator and a supervisor in the organization and will report work experience through written and verbal reports to the faculty coordinator. Internships are calculated at the rate of 50 hours of experience for 1 credit hour and a student may earn up to 15 credits. Police Academy credits are accepted as Internship credit, however, if the student changes majors, the credit does not transfer.

#### **Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Understand how material learned in the classroom is applied in a professional setting.
  2. Perform detailed procedures in a specific area of criminal justice as set forth in the internship agreement.
  3. Demonstrate the ability to function in the real-world environment.
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### **CTIS 4903-Internship in Management Information Systems (Professor Holton)**

**Catalog Description:** This course will provide the student with practical field experience. The student will work for someone in a computer related position with his/her activities and progress monitored by the instructor as well as the work supervisor.

#### **Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Demonstrate the ability to function in a real-world environment.
  2. Discuss the processes done in performing the duties of the internship.
  3. Develop problem-solving skills in the MIS area as a result of the learning experiences of the internship.
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### **FINC 4903- Finance Internship (Professor Fairchild)**

**Catalog Description:** This class requires work experience, on and/or off campus, in an organization providing on-the-job training in finance. The intern will be supervised by a faculty coordinator and a supervisor in the organization and will report work experience through written and verbal reports to the faculty coordinator. This experience may be substituted for three hours of business electives.

#### **Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Understand how material learned in the classroom is applied in an organizational setting.
2. Perform detailed procedures in a specific area of finance as set forth in an internship learning agreement.

3. Provide professional quality presentations relating to the learning experience using both written and verbal skills.

**MKTG 4903-Marketing Internship** (Professor Royer)

**Catalog Description:** Work experience on and/or off campus, in an organization involving on-the-job training in a marketing related area. Intern will be supervised by a faculty coordinator and a supervisor in the organization. Reports of work experience are submitted to the coordinator.

**Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Understand how material learned in the classroom is applied in an organizational setting.
  2. Perform detailed procedures in a specific area of marketing as set forth in an internship learning agreement.
  3. Provide professional quality presentations relating to the learning experience using both written and verbal skills.
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**MNGT4903-Management Internship** (Professor Royer)

**Catalog Description:** This is a supervised, structured work experience designed to augment and develop practical experience in conjunction with regular coursework. Participants are strongly encouraged to utilize this option to explore potential career paths.

**Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Understand how material learned in the classroom is applied in an organizational setting.
  2. Perform detailed procedures in a specific area of management as set forth in an internship learning agreement.
  3. Provide professional quality presentations relating to the learning experience using both written and verbal skills.
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**SRMT 4903 – Internship in Sports and Recreation Management** (Professor Royer)

**Catalog Description:** This course is a supervised, structured work experience designed to augment and develop practical experience in the student's desired career specialization in sport and recreation management.

**Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Report effectively on the practical internship experience.
2. Define those differences between sport and recreation theory vs. practice.
3. Possess an improved educational experience as the result of trying out what was learned in the sport management classroom.

4. Develop greater experience and knowledge in sport management for professional purposes and attainment.

## **MNGT4903-International Business Internship (Professor Rohm)**

**Catalog Description:** This is a supervised, structured work experience designed to augment and develop practical experience in conjunction with regular coursework. Participants are strongly encouraged to utilize this option to explore potential career paths.

### **Intended Learning Outcomes:**

As a result of the activities and study in this course, the student should be able to:

1. Understand how material learned in the classroom is applied in an organizational setting.
2. Perform detailed procedures in a specific area of management as set forth in an internship learning agreement.

Provide professional quality presentations relating to the learning experience using both written and verbal skills.

### **Special Requirements for International Business Internship:**

International Business majors are required to work 150 or more hours while abroad for at least 2 months in order to be eligible for internship credit. This is usually best accomplished over the summer. The educational requirements are the same (mid-term paper, reflection journal, PowerPoint presentation, and supervisor sign-off), but should also include information related to the location and culture of the internship.

### **Options:**

- Work in an international location for at least 2 months, totaling 150 hours of work or more. Complete the assignments as outlined below, while also including information related to the location and culture of the internship.

### **Or**

- Split the internship into two parts. This would allow you to sign up for 2 separate MNGT 4903 internships. One of the internships will satisfy the internship requirement, while the other could be used as 3 of the 6 required credit hours of International Studies (see degree audit sheet and talk to your advisor if you have questions). The educational requirements would need to be completed for both parts of the internship (ultimately, you will write 2 mid-term papers, keep 2 reflection journals, do 2 PowerPoint presentations, and turn in 2 supervisor sign-off sheets). The separate parts are as follows:
  - o Spend 2 months abroad doing missions work or study abroad. The 5-week International Studies Program in Jerusalem would qualify for the full 2 months. For this part of the requirement, your paper, journals, and presentation should center on the people and culture that you encounter abroad.
  - o Work 150+ hours in the domestic office of an international firm. Ideally, your position and responsibilities would be tied to the international aspects of the firm. For this part of the requirement, your paper, journals, and presentation should center on the work experiences and differences between what you have learned in school and what you have seen firsthand in the work force (see below for further guidelines for the work related internship deliverables).

## II. Responsibilities of Students in Business Internships:

Students are required to complete the following:

1. Gain approval from Faculty Mentor for the internship. The internship must be 150 or more total work hours. This may be accomplished with 10 work hours a week for 15 weeks (the length of a semester). **The paperwork (forms VII, VIII, & IX) for this course must be returned and approved by the faculty mentor before the internship begins.**
2. Throughout the internship, keep a reflection journal. The reflection journal, which is due at the final PowerPoint presentation, should have entries from each week, citing specific examples where appropriate. The weekly journal entries should be at least a good paragraph long and should fill at least four pages when complete. At the end of the internship, you should add a minimum of 5 additional pages reflecting on the whole internship experience. These final entries will be based on a minimum of 1 page each for the following 5 specific areas: academic, professional, cultural, spiritual, and another area of the student's choosing (may require faculty mentor approval, so please discuss your idea with your mentor). The final entries may contain references to the previous journal entries and specific work examples. In total, you should have at least 4 pages of weekly entries citing specific weekly examples and at least 5 pages of final reflection (1 page each on the 5 areas listed above). A reflection journal of fewer than 9 pages and/or lacking at least a few specific work examples will receive a significantly reduced grade.
3. Throughout the internship, email the faculty mentor with brief updates of the internship.
4. A midterm paper must be provided to the faculty mentor on the agreed upon date (date is selected on the business internship form that will be turned in to Faculty Mentor). This paper must be a typed, double-spaced report approximating 5 to 7 pages. The paper should document the details of the internship, with special attention to the following topics:
  - What is the nature of your responsibilities that qualify it for internship credit in the designated business discipline?
  - What did you actually do in the internship? Describe.
  - How does what you did compare and contrast with what you learned in related college courses?
  - What did you encounter that was the most significant and/or most different from what you anticipated?
  - Summarize the strengths and weaknesses of the experience and how it might have been better.
5. A final PowerPoint presentation to all interns in the program that semester is required during the Monday of final exam week. The presentation should not exceed 5-7 minutes and should act as a summary of your entire internship experience and learning.

6. The supervisor sign-off sheet (form IX) should be filled out with comments, if any, and signed by the supervisor at the completion of the internship. This document is due at the time of the final PowerPoint presentation.

### III. Evaluation:

#### A. Evaluation Activities

Midterm paper	150 points
Final PowerPoint presentation	150
Reflection Journal	150
Supervisor sign-off	50
Total	500 points

#### B. Grading Scale

90% - 100%	A	450-500 points
80% - 89%	B	400-449
70% - 79%	C	350-399
60% - 69%	D	300-349
Below 59%	F	000-299

The faculty mentor will evaluate the student's performance based on all work submitted. How well do your work, midterm paper, final PowerPoint presentation, and journal cover the required questions? The faculty mentor reserves the right to consult with the designated work supervisor, as needed, to properly assess the student's performance. **If job performance is not satisfactory, the final grade in the course will be reduced by at least one letter grade.**

### IV. Students with Disabilities

Southeastern University is committed to the provision of reasonable accommodations for students with learning and/or physical disabilities as defined in Section 504 of the Rehabilitation Act of 1973. Students who think they may qualify for these accommodations should notify their instructor. You will be directed to contact the coordinator of Academic Services at 863-667-5157.

### V. Official Communication Statement

Southeastern University requires all faculty, staff and students to use their Southeastern email address for official university communication. Students are required to check Southeastern email daily as they will be held accountable for all communications sent through this medium.



**VI. On-Site Supervisor Sign-Off Form:**

**Must be returned to the Faculty Mentor at the final PowerPoint presentation!**

Student's name \_\_\_\_\_ ID# \_\_\_\_\_

Semester \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_

**Internship Information:**

To be completed by the on-site supervisor once the student has satisfied the stated responsibilities and then returned to the Faculty Mentor of the College of Business & Legal Studies

I have read the Business Internship requirements and testify by my signature that above-named student has met the stated requirements.

\_\_\_\_\_

Supervisor's Signature

Position or title

Date

We would love to have the supervisor provide the student with a performance evaluation at the conclusion of the internship. If possible, please provide us with a copy of the performance evaluation or please include an evaluation or pertinent comments below. Thank you for helping us in the internship process!

**Performance Evaluation / Comments:**

**VII. Business Internship Form:**

This page must be returned and approved by the Faculty Mentor before beginning the internship.

**Student Information:**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Home \_\_\_\_\_ Office \_\_\_\_\_

Email \_\_\_\_\_ University mailbox # \_\_\_\_\_

Semester \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_

**Internship Information:**

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Position or Title \_\_\_\_\_

Supervisor Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Student's responsibilities** (responsibilities will determine if internship is appropriate for desired credits):

\_\_\_\_\_

**Internship Start Date** \_\_\_\_\_ **Internship End Date** \_\_\_\_\_

**Midterm Paper Due Date (Monday closest to midterm of internship)** \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor's signature \_\_\_\_\_ Date \_\_\_\_\_

**VIII. Registration Letter:**

**This page must be returned to the Faculty Mentor before beginning the internship.**

Date \_\_\_\_\_

Dear Registrar:

\_\_\_\_\_, ID # \_\_\_\_\_, would like to sign up for a  
Business Internship, course number \_\_\_\_ - **4903**, during the following term:

(Choose one of the following terms by writing the appropriate year on the line)

**FALL SESSION** \_\_\_\_\_

**SPRING SESSION** \_\_\_\_\_

**SUMMER SESSION** \_\_\_\_\_

and I give my approval for this course to be added to his/her schedule.

\_\_\_\_\_  
Signature of Faculty Mentor, College of Business and Legal Studies

**IX. Consent to Comply**

**This page must be returned to the Faculty Mentor before beginning the internship.**

I \_\_\_\_\_ have read, understand, and  
Student's Name (print)

will keep in my possession the Course Syllabus for \_\_\_\_\_ 4903(course code),

Southeastern University, Fall 2008. I understand that in compliance with the syllabus and the

Student Handbook, for both instructional and evaluation purposes, I may be responsible for

electronically submitting my written work to Turnitin®. With the affixing of my signature below,

I agree to comply to the terms therein.

\_\_\_\_\_  
My Signature

\_\_\_\_\_  
Date