

San José State University

Lucas Graduate School of Business
BUS 298C
Applied Business Experience Internship

Instructor:	Marco Pagani
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Office Hours:	By appointment
Class Days/Time:	NA
Classroom:	NA
Prerequisites:	Approved advancement to candidacy; Graduate standing – Restricted to Early Career MBA students only.

Course Description

The course provides students with an opportunity to translate their academic training into real world practice and gain overall knowledge of key functional areas of business. The internship must offer students a valuable learning experience and must significantly increase their knowledge of business organizations. Students are responsible for identifying a specific internship opportunity and obtaining an official offer from an employer. Upon approval from the MBA Director, the students will be able to enroll in the 3-unit course which will count as one of the MBA program electives. The course requires the preparation of an internship journal and report. The internship qualifies as Curricular Practical Training (CPT) for international students.

Course Requirements

- Students must submit to the MBA Director the BUS 298-C Application Form accompanied by an official internship offer from an employer.
- The internship must begin and end within the semester of enrollment in BUS 298-C. It must consist of at least 150 hours of employment and must be officially supervised by the employer.

- Students will be required to maintain an internship journal and write a report demonstrating the knowledge gained from the internship experience. The internship is a professional experience and students will be held to a professional quality standard with respect to the organization, content, and writing of both the internship journal and report. The students must comply with all deadline related to the application and course requirements.
- The units earned in BUS 298-C will count toward only ONE MBA elective course.

Application and Registration Procedure

Domestic Students:

1 – Submit the following documents to the MBA Director no later than **THREE weeks** before the beginning of classes for the semester in which the BUS 298-C enrollment is sought:

- Completed BUS 298-C Application Form.
- Official internship offer from the company/organization where the Applied Business Experience Internship will take place. The letter must be on company letterhead and include job title, job description, beginning and ending dates, the number of weekly work hours and the total number of hours for the internship. The letter must be signed by the supervisor in charge of overseeing the student during the internship.

2 – After obtaining the approval from the MBA Director, a student will receive an add code to register for BUS 298-C. The enrollment in the course must be completed by the last day to add a course according to the SJSU academic calendar.

F1 Students:

Eligibility - completion of two full- time semesters, eighteen units at the graduate level. However, students may begin the application process while enrolled in the second, full-time semester.

Please allow 5-6 weeks prior to the proposed semester of enrollment in the Internship to complete the registration process.

1 - Attend an F-1 work Employment workshop and obtain a CPT form. Contact the IPS (International Program and Services www.sjsu.edu/ips - International Student Advising division www.sjsu.edu/isa) for information on the schedules of the workshop and necessary forms.

2 –Submit the following documents to the MBA Director no later than **FIVE weeks** before the beginning of classes for the semester in which the BUS 298-C enrollment is sought:

- Completed BUS 298-C Application Form.
- Official internship offer from the company/organization where the Applied Business Experience Internship will take place. The letter must be on company letterhead and include job title, job description, beginning and ending dates, the number of weekly work hours and the total number of hours for the internship. The letter must be signed by the supervisor in charge of overseeing the student during the internship.

- Completed CPT worksheet. Section 3 of the CPT worksheet should be completed by the MBA Director. Do not complete that section yourself.

3 – After obtaining the approval from the MBA Director, a student will receive an add code to register for BUS 298-C. The course must be added before submitting the signed CPT form to the IPS.

4 - Submit the following forms and documents to the IPS

- Completed CPT form.
- Official internship offer from the company/organization where the Applied Business Experience Internship will take place. The letter must be on company letterhead and include job title, job description, beginning and ending dates, and number of weekly work hours. The letter must be signed by the supervisor in charge of overseeing the student during the professional experience.
- Approved Advancement to Candidacy.
- Current original I-20

IPS processing may take two to three weeks to be completed.

Course Goals and Student Learning Objectives

Course Content Learning Outcomes

Upon successful completion of this course, students will be able to:

LO1 Utilize their academic skills in their specific discipline (accounting, finance, marketing, human resources, management, etc.) in a real world work experience. (MBA Goal #1)

LO2 Demonstrate their ability to interact effectively in teams in a real world work environment. (MBA Goal #4)

LO3 Communicate their ideas clearly, logically, and persuasively in both written and oral format, in a real world work environment. (MBA Goal #6)

Assignments and Grading Policy

Grades are on a letter grade basis. However, the standards for credit will be high.

The grade weights are as following:

- Internship Journal	50%
- Internship Report	50%

Your final grade for the course is based on the distribution below and follows a standard 100 percent scale:

A+ (98-100), A (92-97), A- (89-91), B+ (86-88), B (82-85), B- (79-81), C+ (76-78), C (69-75), D (60-68), and F (below 60).

University Policies

Academic integrity

Students should know the University's Academic Integrity Policy that is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf

Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at http://www.sa.sjsu.edu/judicial_affairs/index.html

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at

<http://www.sjsu.edu/larc/>

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at

<http://www.sjsu.edu/writingcenter/>

MBA Program Goals:

(Not all program learning goals are covered in every course)

- 1. Conceptual grounding in business theory and practice**
- 2. Analytic and decision-making skills**
- 3. Cultural and ethical awareness**
- 4. Ability to interact effectively with teams as both leader and member**
- 5. Ability to understand and adapt to global market changes and industry dynamics**
- 6. Effective oral and written communication and presentation techniques**

Academic Honesty:

Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.

BUS 298C /Applied Business Experience Internship, Course Assignments

At the completion of the internship, students are required to perform the following:

Internship Journal

- The MBA program requires students to keep a journal comprised of the chronological list of all work experience gained in the internship. The journal should begin with a description of the employment, including the employer, the dates, the work hours, and the types of tasks assigned by the employer. This section should be followed by a **weekly log** of the work assignments and tasks performed, giving brief descriptions of the nature of the work.
- The internship journal **should NOT exceed 10 single-sided typed pages**

Internship Report

- Internship paper (**NOT to exceed 3 single-sided typed pages**) demonstrating the knowledge gained in the internship by answering the following:
 - I. With respect to your internship experience, describe the most helpful skills or tidbits of knowledge that you learned in your relevant MBA course.
 - II. Discuss three areas where additional preparation could have helped you do a better job as an intern.
 - III. Discuss the types of technology used during your internship that is applicable to the business world and your career.
 - IV. Discuss the experience you gained during your internship that is applicable to the business world and your career.
 - V. Was your internship experience what you expected? Describe how it met or did not meet your expectations.
- Both should be typed using a 12-point font with 1.5 line spacing and 1 inch margins.
- Both internship journal and report will be evaluated for punctuation, spelling, sentence structure and grammar. If the paper and/or journal is/are deemed unacceptable by the MBA Director, the student may be required to re-submit a revised paper and/or journal within one week after receiving the faculty evaluation.
- **The internship journal and report must be submitted to MBA Director by the last day of classes in the semester of the internship.**