

BUSS 245 – Internship Practicum (full Contract)

This document serves to notify each student entitled to enroll in the BUSS 245 – Internship Program course of the guidelines, requirements and conditions that apply during and after the set internship period.

It is divided into 5 articles that explain the duties of the intern toward the BUSS 245 course.

Article I: Responsibilities and Rights of the intern:

1. Student must abide by the deadlines and submissions required as per this document otherwise he/she is subject to failing, being dropped from the course or receiving reprimand.
2. Student must keep his/her OSB Faculty mentor and the OSB Undergraduate Program Office aware of any changes to his/her internship.
3. Student has the right to ask for support during the internship
4. Student will receive a visit by the OSB Faculty mentor at his/her place of internship.
5. Student will have two main meetings with OSB Faculty mentor to discuss the progress during the course of this internship.

Article II: Deadlines pertaining to the documents submission:

Each student is required to submit documents as per the below:

1. Prior to the Internship:

Student must fill out the **Internship Development Plan (IDP)** sent via LimeSurvey to his/her email **within the week prior to the start of the internship period**. The responses to the IDP will then be shared with the student's work supervisor within the first week of the start of the internship, which would allow the student to fulfill his/her goals set for the internship. Failing to abide by the deadline will result in a loss of 1% on the overall final grade of the BUSS 245 course. Failing to submit the IDP will result in a loss of 10% on the overall final grade.

2. During the Internship:

- **Direct Supervisor Information**

Student must fill out the **Direct Supervisor Information (DSI)** and submit it to his/her respective OSB Faculty mentor **within 1 week of the start of the internship period**. Students must also fill out the information in the LimeSurvey sent to his/her email.

In the case of multiple work supervisors, student must inform the OSB Undergraduate Program Office via email and his/her OSB Faculty mentor of the update.

Failing to abide by the deadline will result in a loss of 1% on the overall final grade of the BUSS 245 course. **All fields of the document should be filled out clearly and precisely as per the internship details.** Failing to submit the DSI will result in a loss of 10% on the overall final grade.

- **Project Outline**

Student must submit the **Project Outline** of the topic chosen to his/her OSB Faculty mentor **within 15 working days** of the start of the internship period.

Failing to abide by the deadline will result in a loss of 1% on the overall final grade of the BUSS 245 course. Failing to submit an outline will result in a loss of 10% on the overall final grade.

Format: (the outline should include the headers and must be concise as per the below format; outline can be amended based on the topic chosen)

- I. _____
 - a. _____
 - b. _____
 - c. _____
- II. _____
 - a. _____
 - b. _____
 - c. _____
- III. _____
 - a. _____
 - b. _____
 - c. _____

IMPORTANT: the topic chosen should be an **argumentative and/or comparative research that relates to the undergoing internship** (the industry, the department interning at, etc.). Student should make sure that he/she is **not** describing the tasks assigned by the organization nor the processes and procedures that the organization follows in a certain field.

The topic chosen should be based on one of the below options:

- An analysis of a project undertaken at the organization during the internship. One condition applies: the organization approves of using given information in the project
- A topic of the student's choice that would require research on his/her part and the use of learnings and experience gained during the internship

The OSB Faculty mentor must approve the topic and outline before the student proceeds with writing the project. It is important to note that the outline is susceptible for change based on the research's outcomes.

- **Attendance Sheet**

Student must fill out the **Attendance Sheet** daily. The attendance must be signed by the student and by his/her work supervisor. This document will be submitted at the end of the internship with the rest of the documents (further discussed).

The organization might have its own attendance sheet based on a punch-in punch out system. If the case is so, the student may refrain from filling out the attendance sheet and receive the final attendance from the organization at the end of the internship period. Student must have a written approval from the

organization that states he/she will receive the attendance and must inform his/her OSB Faculty mentor beforehand.

Failing to submit an Attendance Sheet will result in a loss of 10% on the overall final grade.

3. Post Internship:

- **Intern Performance Review**

Student must fill out, in an objective manner, the **Intern Performance Review** sent via LimeSurvey to his/her email **within 10 working days**. The work supervisor will fill out his side of the Intern Performance Review that is sent to him/her.

No excuses will be accepted regarding being late with the performance review (example: supervisor is on vacation). Student must inform his/her work supervisor that an evaluation needs to be filled out by the end of the internship.

Student must submit his/her final hardcopy portfolio to the Internship Coordinator at the Undergraduate Program Office **within 10 working days** post-internship period of each relative internship (i.e. if the student's internship ends on Friday, July 31, he/she has until August 14 to submit the hardcopy of the portfolio). Failing to abide by the deadline will result in a loss of 20% on the overall final grade of the BUSS 245 course.

Student must make sure his/her portfolio is put in **binding**.

The final portfolio must include ALL of the bellow documents as per the following order:

- i. **Cover Page**
The template for the cover page used is shared with all students and includes fields that need to be substituted with the relative information (Student Name, ID number, OSB Faculty mentor Name, Submission date, Research Project Title, Organization Name and logo)
- ii. **Table of Content**
The table of content includes the project distribution and the list of the rest of the documents in the portfolio
- iii. **Final Project** (ref. **Art. III**)
- iv. **Attendance Sheet** (ref. **Art. II, 2**)
- v. **Thank You** Email sent to the company
Once the Internship is completed, student must send an email to his/her work supervisor as a courtesy to the time given in providing the student with the knowledge and experience he/she gained throughout the internship. The email might also include some feedback regarding the overall experience gained from the internship. The email must then be printed out and included in the portfolio.
- vi. Updated **CV** of the student
Student must include in his/her updated CV the internship undergone as part of the BUSS 245 course.

No portfolio will be accepted if there are missing documents

Article III: Final Project format, content and submission details

1. Along with submitting the hardcopies (ref. **Art. II, 3**), student must also submit a soft copy of the written project **only** on Turnit-In, Moodle.
2. The format of the written project must be as per the below:
 - 10-12 pages long of written research (these pages **exclude** the documents mentioned in **Art. II, 3**)
 - 1 page of References
 - Double Spaced with normal margin
 - 12-point Font in Times New Roman
3. The final project must include the following main subjects:
 - The Research Topic chosen
 - Internship Reflections: Evaluation of the Internship and the Work Supervisor (max. 1 page)
 - Comparative analysis between Internship Outcomes and goals set in the Development Plan (max. 1 page)
4. The final project will be graded based on a rubric that is shared with the student

Article IV: Grade distribution:

1. Final Project – 50%
2. Intern Performance Review & Overall attitude towards the internship (meeting deadlines, attendance, etc.) – 50%

Article V: Winter Internship Policy:

1. The portfolio submission after the Winter internship includes the below documents **only**: (the same deadline applies as mentioned in the BUSS 245 Contract)
 - The signed **BUSS 245 concise contract**
 - The **approved Outline** of your research project
 - The **Attendance Sheet**
 - The **Intern Performance Review**
 - The printed copy of the **Thank you email**
 - Your **updated CV**
2. The 10-12 pages long written project will be submitted with your second portfolio **after** the second internship month to be undertaken during summer
3. You will receive a grade of “**I55**” upon the completion of the Winter Internship
4. Your final grade for the Internship will be changed once you successfully complete the second internship month during summer; failing to do so will result in receiving a grade of **55**

“I hereby certify that I have read and acknowledge the above-mentioned conditions that allow me to achieve the BUSS 245 – Internship Program course for the Academic Year 2017-2018.

I also hereby certify that I am fully responsible for measures that could be taken if I do not abide by the rules of the internship; these measures can vary between not passing to being dropped from the BUSS 245 course.”